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Info Source

**Sources of Federal
Employee Information
2004–2005**

Canada

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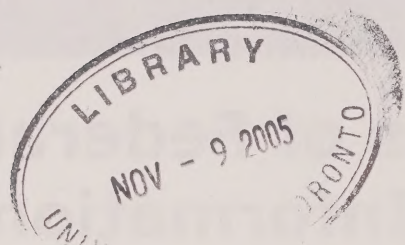
J. About This Source

K. How to Use This Source

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M. How to Use This Source

This document is also available in alternate formats on request.



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INTRODUCTION

A. Foreward

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

Info Source: Sources of Federal Employee Information will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the *Privacy Act*.

This publication is one of a series of four reference tools to assist you and other members of the public in exercising your rights under two Canadian laws - the *Access to Information Act* and the *Privacy Act*. The **Info Source** publications support the government's policy to explain and promote open and accessible information regarding its activities.

Info Source is comprised of the following publications:

Info Source: Sources of Federal Employee Information:

- contains information to help current and former federal government employees to locate personal information held by the government.
- is intended to help former and current government employees to exercise their rights under the *Privacy Act*.

Info Source: Sources of Federal Government Information:

- provides information about the Government of Canada, its organization and its information holdings.
- helps individuals determine which institution to contact about requesting information formally or informally.
- provides individuals who are not, and who have never been employees of the federal government, with relevant information to facilitate access to personal information about them held by a federal government institution subject to the *Privacy Act*.

Info Source: The Access to Information Act and Privacy Act Bulletin:

- provides statistical information about the number of Access to Information and Privacy requests on an annual basis and cumulative statistics since 1983.
- contains a summary of federal court cases related to Access to Information.

Info Source: Directory of Federal Government Enquiry Points:

- contains addresses and telephone numbers for federal departments and agencies subject to the *Access to Information Act* and/or the *Privacy Act*.
- Other institutions associated with the federal government are included to facilitate access.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

However, it is helpful for you to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information accessible under each *Act* is different and there are different procedures to obtain it. The following pages describe the essential details.

B. Inside Info Source

This **Info Source** publication has three main components:

Introduction

The Introduction includes:

- a summary of the roles and responsibilities of the federal government institutions (**Section C – Roles and Responsibilities**) that are either responsible for the production of **Info Source** or are responsible for the provision of input to the **Info Source** publications;
- some essential points about the *Privacy Act* (**Section D**) and detailed information about the various categories of Personal Information Banks (PIBs) (**Section E**);
- directions on how to locate information by using **Info Source** (**Section F**);
- contact information if you wish to obtain a copy of any of the Info Source publications (**Section G**);
- information about the terms used throughout the book (**Section H – Glossary of Terms**); and
- a listing of Privacy Coordinators, which is organized in the same order as the Table of Contents, gives you the address and telephone number of all Privacy offices.

Standard Personal Information Banks (PIB)

Standardized descriptions of personal information have been developed by Treasury Board to describe personal information that may be found in records commonly maintained by federal institutions and are included in this publication. Institutions may choose to register and declare one or more of these standard Personal Information Banks rather than develop institution-specific PIBs.

Chapters

There is one chapter for each federal government department or agency subject to the Privacy Act. Chapters are arranged in alphabetical order by the commonly used name of the institution. Each chapter contains a description of personal information relating to current and former employees of the institution, the purpose and intended use (consistent use) of the information, and a statement of how long the records containing the information are retained by the institution (retention), what happens to the records when no longer required by the institution (disposal which is either destruction or transfer to the Library and Archives Canada for permanent retention and the authority reference that permits the initiation of the disposition action (Retention Disposition Authority).

Using Info Source quickly and effectively

Determine the correct chapter

Turn to the chapter of the department or agency you think has the information, and check the Personal Information Banks.

If you don't know if you have the correct department or agency, a telephone call, email or letter to any Privacy Coordinator's office should provide the answer.

For persons with disabilities

Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

C. Roles and Responsibilities

Treasury Board Secretariat of Canada (TBS)

In accordance with the *Privacy Act*, Treasury Board is responsible for the annual publication of an index of personal information that will both serve to keep the public information of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the *Privacy Act*. Treasury Board Secretariat fulfils these requirements through the annual publication of **Info Source**.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

Library and Archives Canada (LAC)

Under the *Library and Archives Canada Act (2004)*, the Library and Archives Canada is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Through the Government Records Disposition Program, the Librarian and Archivist of Canada issues Records Disposition Authorities (RDA) to enable government institutions to dispose of records which no longer have operational value, either by permitting their destruction (at the discretion of institutions), by requiring their transfer to the Library and Archives Canada, or by agreeing to their alienation from the control of the Government of Canada.

Questions concerning the application or interpretation of the Multi-Institutional Disposition Authorities may be addressed to the Information Management Centre of the Library and Archives Canada (LAC) at (613) 944-IMGI (4644) or by e-mailing imgi@lac-bac.gc.ca.

The Library and Archives Canada (www.collectionscanada.ca/) provides guidelines on retention periods for common administrative records on their Internet site at http://www.collectionscanada.ca/information-management/06_e.html.

Individual Institutions

Government institutions are required to provide details about personal information banks as well as descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the *Access to Information Act* and *Privacy Act*. Each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/records are managed within an established life cycle. It is incumbent upon each government institution

to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA. Accountability regarding the decision to destroy records, once a Records Disposition Authority (RDA) has been established, and the timing of records destruction rests with individual government institutions.

Each federal institution has a Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.

Coordinators may be contacted in person, by telephone, e-mail, letter or through the submission of a completed Privacy Request Form.

Privacy Commissioner

The Privacy Commissioner is an ombudsman with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner may also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response. If the Privacy Commissioner recommends that you be given access to records and the institution still refuses, an appeal may be made to the Federal Court.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court - Trial Division for a review of the matter.

You may write or call the Privacy Commissioner's office at:

Office of the Privacy Commissioner

Place de Ville, 3rd Floor, Tower B
112 Kent Street
Ottawa ON K1A 1H3

General Enquiries	(613) 995-8210
Fax	(613) 947-6850
Toll-free	1-800-282-1376
TTY	(613) 992-9190
Web Site	www.privcom.gc.ca

D. Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask

Most of your personal information is available to you at your request. This **Info Source** publication has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

Types of personal information held

You probably already know about many of the programs and operations of the government that use personal information such as income tax at Canada Customs and Revenue Agency, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Social Development Canada.

Exclusions: The Access to Information Act does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

Note: The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

Some personal information is confidential

The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

Safeguarding personal information

The protection of your personal information and privacy is a very important aspect of the *Privacy Act*. The *Act* states how and when the government may collect, store and dispose of personal information. It also covers specifically why and how the information may be used or given out, as well as who may use or receive it.

Giving out information

The government may only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena. Such disclosures are discretionary and are subject to any other Act of Parliament.

E. Personal Information Banks

Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

The three types of Personal Information Banks contained within **Info Source: Sources of Federal Employee Information** relate only to current and former Government of Canada employees and they are as follows:

Standard Employee Banks: There are a number of Employee Related Standard Personal Information Banks (Standard Employee Banks) that describe personal information contained in records commonly maintained by most government institutions about their employees. Institutions may require several or all of these Standard Banks to describe the personal information contained within their records. The Standard Banks describe information about such activities as pay and benefits, training and development, performance, etc.

Central Banks: These records and their related banks are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. They describe information about employees from all or several government institutions.

Particular Banks: Particular Banks describe personal information about employees that is specific to the requirements of each department or agency and is held within their record keeping systems.

The other types of Personal Information Banks (PIB) relate to members of the general public or a combination of members of the general public and federal employees (current and former). These PIBs are contained the complementary volume to this publication --

Info Source: Sources of Federal Government Information, which is available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

Standard Banks: There are a number of Standard Personal Information Banks (Standard Banks) that describe personal information contained in records commonly maintained by most government institutions. Institutions may require several or all of these Standard Banks to describe the personal information contained within their records. The Standard Banks describe information about such activities as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc.

These Standard Banks are identified with the unique identifier "PSU" Giving out information

Particular Banks: describe personal information about members of the general public, contained in the records of the particular institution declaring that PIB. In addition, this type of Personal Information Bank may describe personal information about members of the general public and federal employees (current and former).

These Personal Information Banks are identified with the unique identifier "PPU".

Standard Banks: There are a number of Standard Personal Information Banks (Standard Banks) that describe personal information contained in records commonly maintained by most government institutions. Institutions may require several or all of these Standard Banks to describe the personal information contained within their records. The Standard Banks describe information about such activities as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc.

These Standard Banks are identified with the unique identifier "PSU".

F. How to Apply

Privacy Act

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- Fill out the form and identify yourself in such a way that the government may verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- Send the form to the Privacy Coordinator of the appropriate department or agency.

There is no charge to apply for information under the *Privacy Act*.

To change the information

If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Turnaround time

Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed. Privacy Act

G. Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact:

Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8th Floor, East Tower
140, O'Connor Street, Ottawa (Ontario) K1A 0R5

General Enquiries.....	(613) 957 2400
Publications.....	(613) 995 2855
Fax.....	(613) 996 0518
TTY.....	(613) 957 9090
General Library Reference.....	(613) 996 5494
E-Mail.....	infosource@tbs-sct.gc.ca
Web Site.....	www.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or the **Access to Information Act** and **Privacy Bulletin**, please contact:

Treasury Board Distribution Centre

L'Esplanade Laurier, Room P-140, Level P-1W
300 Laurier Avenue West
Ottawa ON K1A 0R5

Telephone(613) 995 2855
Fax(613) 996 0518
E-MailServices-Distribution@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government** Information or **Sources of Federal Employee** Information, please contact:

Publishing and Depository Services

Public Works and Government Services Canada
Ottawa ON K1A 0S5

E-Mailpublications@pwgsc.gc.ca
Telephone(613) 941-5995
Telephone Toll-free1-800-635-7943 (Canada & US)
Fax(613) 954-5779
Fax Toll-free1-800-565-7757 (Canada & US) Web
Sitehttp://publications.gc.ca

All four **Info Source** publications are also available free of charge on the Internet at:
www.infosource.gc.ca

Note: *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

H. Useful Terms

GLOSSARY OF TERMS

TERM	DEFINITION
Privacy Coordinator	Most federal government institutions have a Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.
Administrative Purpose	The use of personal information in a decision making process that directly affects the individual(s) to whom the information relates.
Bank or PIB Number	A unique identifying number created for each Personal Information Bank. This number is assigned by each institution as a finding tool to link the PIB to the records and information maintained in their information management system.

GLOSSARY OF TERMS

TERM	DEFINITION
Data Matching	<p>An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.</p> <p>This category was created to ensure that government departments and agencies account for all personal information that they hold.</p>
Information Life Cycle	<p>The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information by an institution. The life cycle includes the organization,</p> <p>retrieval, use, accessibility, dissemination and transmission; storage, maintenance and protection; and disposition and preservation of information.</p>
Multi-Institutional Disposition Authority (MIDA)	<p>A Records Disposition Authority granted by the Librarian and Archivist of Canada to government institutions on a multi-institutional basis. A MIDA relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions. MIDAs are designed to eliminate the need for government institutions individually to prepare submissions for and negotiate agreements with the National Archivist for records that have similar administrative or operational status.</p>
Personal Information Bank (PIB)	<p>Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies.</p> <ul style="list-style-type: none"> • The <i>Privacy Act</i> requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. • Personal Information Banks must include personal information that has been or is being used, or is available for use for an administrative purpose.

GLOSSARY OF TERMS

TERM	DEFINITION
Program Records	<p>Descriptions of the records and information created, captured and used by each federal government institution in support of its mandate. Program Records provide pointers to information usually held by federal government departments or agencies in their record keeping system. The Program Record descriptions identify the subject areas covered by an institution's functions, programs and activities.</p>
Program Record Number	<p>A unique identifying number created for each Program Record description.</p> <ul style="list-style-type: none"> This number is assigned by each institution as a finding tool to access the information contained in their records.
Records Disposition Authority (RDA)	<p>The instrument that the Librarian and Archivist of Canada issues to enable government institutions to dispose of records which no longer have operational or other utility. There are three disposition methods – destroying the records (at the discretion of institutions), transferring historical records to the control of the Library and Archives of Canada or the removal of records from the control of the Government of Canada, i.e. transferring them to a Special Operating Agency or other level of government.</p>
Retention and Disposal Standards	<p>A timetable for the length of time institutional information/record is maintained under the control of the institution. These standards also indicate the disposition method to be applied to institutional records when no longer required to meet operational, legal or other requirements, and when the RDA may be applied for final disposition.</p>
Standard Personal Information Banks	<p>Standard Personal Information Banks (PIBs) have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.</p> <p>Federal departments and agencies may declare one or all of the Standard Program Records within their chapters instead of developing institution-specific program record descriptions.</p>

Access to Information and Privacy Coordinators

Agriculture and Agri-Food Canada

Amanda Coderre
Access to Information and Privacy Coordinator
Sir John Carling Building, Room 801
930 Carling Avenue
Ottawa, Ontario K1A 0C5

Tel: (613) 694-2496
Fax: (613) 759-6728
coderream@agr.gc.ca

Atlantic Canada Opportunities Agency

Claudia Gaudet
Access to Information and Privacy Coordinator
Blue Cross Centre
644 Main Street
P.O. Box 6051
Moncton, New Brunswick E1C 9J8

Tel: (506) 851-3845
Other Tel: (1-800) 561-7862
Fax: (506) 851-7403
claudia.gaudet@acoa-apec.ca

Atlantic Pilotage Authority Canada

Elaine Lockhart
Access to Information and Privacy Coordinator
Cogswell Tower, Suite 910
2000 Barrington Street
Halifax, Nova Scotia B3J 3K1

Tel: (902) 426-0699
Other Tel: (902) 426-2550
Fax: (902) 426-7333
elockhart@atlanticpilotage.com

Bank of Canada

Colleen Leighton
Access to Information and Privacy Coordinator
4th Floor, West Tower
234 Wellington Street
Ottawa, Ontario K1A 0G9

Tel: (613) 782-7104
Fax: (613) 782-7317
cleighton@bankofcanada.ca

Belledune Port Authority

Luc Forcier
Access to Information and Privacy Coordinator
112 Shannon Drive
Belledune, New Brunswick E8G 2W2

Tel: (506) 522-1202
Fax: (506) 522-0803
forcier@portofbelledune.ca

Blue Water Bridge Authority

Mary Teft
Access to Information and Privacy Coordinator
1 Bridge Street
Point Edward, Ontario N7V 4J5

Tel: (519) 336-2720
Fax: (519) 336-7622
mteft@bwba.org

British Columbia Treaty Commission

Mark Smith
Access to Information and Privacy Coordinator
Suite 203
1155 West Pender Street
Vancouver, British Columbia V6E 2P4

Tel: (604) 482-9213
Other Tel: (604) 803-2240
Fax: (604) 482-9222
mark_smith@bctreatycommission.bc.ca

Business Development Bank of Canada

Robert D. Annett
Access to Information and Privacy Coordinator
Suite 400
5 Place Ville-Marie
Montreal, Quebec H3B 5E7

Tel: (514) 283-3554
Fax: (514) 283-9731
Bob.annett@bdc.ca

Canada Border Services Agency

Paul Colpitts
Access to Information and Privacy Coordinator
11th Floor Albion Tower
25 Nicholas Street
Ottawa, Ontario K1A 0L5

Tel: (613) 688-9032
Fax: (613) 941-9395
Paul.Colpitts@ccra-adrc.gc.ca

Canada Council for the Arts

Irène Boilard
Access to Information and Privacy Coordinator
9th Floor
350 Albert Street
P.O. Box 1047
Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext.4261
Fax: (613) 566-4430
irene.boilard@canadacouncil.ca

Canada Deposit Insurance Corporation

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Standard Bank Descriptions

Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.

These information banks are identified with the unique identifier “PSE” as part of the bank number contained within the PIB.

Retention and Disposal Standards for Standard PIBs:

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.
- At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the Librarian and Archivist of Canada.
 - The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.
- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution’s ATIP Co-ordinator.

Attendance and Leave

Description: The records containing the information described in this bank may include absence reports and leave applications, as well as physicians’ certificates associated with sick leave, all of which include the individual’s Personal Record Identifier (PRI) and correspondence about attendance and leave. The annual record of attendance and leave may be attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Employees of the institution.

Purpose: The purpose of these records is to support administration of employee attendance and leave within government departments and agencies.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained

by a given government institution, please contact that institution’s ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 918

Bank Number: PSE 903

Discipline

Description: The records containing the information described in this bank may include notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Employees and former employees of the institution.

Purpose: The purpose of these records is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. Information may be disclosed to professional regulatory bodies if applicable.

Retention and Disposal Standards: (1) For the specific amount of time that different types

of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. (2) Documentation concerning a specific employee including documentation related to disciplinary action – the time limit for disposal is that specified in applicable collective agreements or a minimum of two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. (3) In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

RDA Number: 98/005

Related Program Number: PRN 926

Bank Number: PSE 911

Employee Personnel Record

Description: This bank describes information that may be contained in an Employee's Personnel Record – a record that provides information related to an individual's employment with government institutions listed in the Schedule to the *Privacy Act*. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and may contain some or all of the following information: personal characteristics, including age and sex; Social Insurance Number (SIN); Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references.

The Employee Personnel Record may also contain information related to staffing, attendance and leave, pay, benefits, garnishments, training and development, decisions concerning compensation and fitness for work, official languages, discipline, level of security clearance, location of employment; appointments, transfers, deployments, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to

employment; and termination of employment, including certificates and reasons for termination.

Please refer to other Standard Banks for a more complete description of the information contents of institutional records related to some of the topics identified above.

In cases when an individual moves from one organization to another (when both institutions are under the Schedule of the Privacy Act), pertinent records may be retained by the first organization until all required administrative actions have been completed at the first institution prior to the transfer of those records to the second institution.

Class of Individuals: Employees and former employees of the institution.

Purpose: Employee Personnel Records are maintained for the purpose of facilitating personnel administration in the employing organization, as well as for ensuring continuity and accuracy when an employee is transferred from one organization to another within the universe listed under the schedule of the Privacy Act. The records containing the information described in this bank are used to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. As such, the information is sometimes used for planning future personnel actions based on current demographics of the employee population, including succession planning.

Consistent Uses: Consistent uses include supporting the administration of the personnel functions listed in the Description above. Other consistent uses include confirming the identity of employees where required for access to governmental and departmental web-sites and data-bases. Some information is also provided to Public Works and Government Services Canada (PWGSC) to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to Social Development Canada (SDC) for Employment Insurance and pension purposes; and to the Canada Revenue Agency (CRA) and Province of Quebec for tax purposes. Some information is shared between previous and current employers for the purpose of finalizing payments, including retroactive payments and the recovery of outstanding amounts due to the Crown when an employee terminates employment with one organization and starts employment with another organization.

Retention and Disposal Standards: Records are retained by the current employing institution for the duration of employment in organizations listed under the schedule of the Privacy Act plus one year after the last administrative use, and then transferred to the control of the Federal Records Centre, National Capital Region, Library and Archives Canada. The civilian personnel records are destroyed by the Library and Archives Canada when the individual turns eighty (80) years of age provided 2 years have elapsed since the last administrative action on the file.

RDA Number: 98/005 and 98/018

Related Program Number: PRN 921

Bank Number: PSE 901

Employment Equity Program

Description: The records containing the information described in this bank include personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier (PRI) may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records.

Class of Individuals: Employees of the institution.

Purpose: Related records provide documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The Personal Record Identifier (PRI) may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel

Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental records as described in Staffing translation required (PSE 902).

Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 921

Bank Number: PSE 918

Grievances

Description: The records containing the information described in this bank may include presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this record is to capture information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information described in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained

by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 926

Bank Number: PSE 910

Harassment

Description: The records containing the information described in this bank may include information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to a relevant Discipline record and contain information as described in the Discipline Standard PIB.

Class of Individuals: Employees of the institution and other persons working for the public service.

Purpose: The purpose of these records is to capture information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 921 & PRN 926

Bank Number: PSE 919

Identification and Building-Pass Cards

Description: The records containing the information described in this bank may include photographs, signatures, surnames, given names and card numbers of pass holders, identification forms and correspondence related to the issuance and maintenance of identification and building-pass cards and access control records.

Class of Individuals: Employees and those individuals on assignment or contract who require access to a federal institution.

Purpose: The purpose of these records are to maintain information relating to the issuance, use and cancellation of identification and building-pass cards and to assist in ensuring the security of government facilities and the safety and security of individuals and assets present in such facilities.

Consistent Uses: To issue identification and building-pass cards. Additionally, with the consent of the individual concerned, photographs held on file may be used for identification purposes in support of personnel security screening. The identification and building-pass database may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, the information may be shared with appropriate law enforcement agencies and emergency workers.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related Program Number: PRN 931

Bank Number: PSE 917

Occupational Safety and Health

Description: The records containing the information described in this bank may include accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident

Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Social Development Canada (SDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are described in Standard Bank PSE 908.

Class of Individuals: Employees of the institution.

Purpose: The purpose of these records is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 922

Bank Number: PSE 907

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic

personal data, such as first official language, date of birth, and Personal Record Identifier (PRI) for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also described by translation required Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Employees of the institution.

Purpose: The purpose of the information described by this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 923

Bank Number: PSE 906

Parking

Description: The records containing the information described in this bank may include permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the Royal Canadian Mounted Police (RCMP) or the City of Ottawa.

Class of Individuals: Employees of the institution.

Purpose: The purpose of these records is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related Program Number: PRN 903

Bank Number: PSE 914

Pay and Benefits

Description: The records containing information described in this bank may include certificates for pay, records regarding allowances and deductions, which set out pay and benefit information for each employee, and includes the Social Insurance Number (SIN) as well as correspondence related to the administration of pay and benefits. The records may also include orders for garnishment, attachment and diversion of funds, as well as information concerning payroll deductions for donations to charitable organizations. (N.B. Earning and superannuation records may be attached to the Employee Personnel Record.)

Class of Individuals: Employees and former employees of the institution.

Purpose: The purpose of the documentation described in this bank is for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The provision of the SIN by employees is mandatory for this bank and is required for disclosure to Public Works and Government Services Canada (PWGSC), which upon receipt will subsequently create a Personnel Record Identifier (PRI). The SIN is also collected on behalf of and disclosed to the Canada Revenue Agency (CRA) for income tax purposes and the issuing of T4s.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Family Support Orders and Agreements Garnishment Regulations.

Retention and Disposal Standards: For the specific amount of time that these types of documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 924 & PRN 925

Bank Number: PSE 904

Performance Reviews and Employee Appraisals

Description: The records containing the information described in this bank may include appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Employees of the institution.

Purpose: The purpose of these records is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 921

Bank Number: PSE 912

Personnel Security Screening (Reliability Screening/Security Clearance)

Description: The records containing the information described in this bank include information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way of appointment, assignment or contract in accordance with the Government Security Policy (GSP). The records include completed Personnel Consent and Authorization Forms, applicable Security Clearance and Personal History documentation, certification data of educational and professional qualifications, employment, criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, as well as other personal information. Information provided by applicants may only be shared with credit bureaus, Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS)

which conduct the requisite checks in accordance with the GSP or for purposes of transferability as defined within the Personnel Security Standards of the GSP, other federal department's security offices. Notation of level of reliability/clearance authorizations may be attached to the Employee Personnel Record. Details of CSIS investigations are described by a CSIS bank.

Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status and/or security clearance classification.

Purpose: The purpose of these records is to document and retain information pertinent to the determination of an individual's identity, honesty, trustworthiness, suitability and loyalty to protect the employer's assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. Institutions may have access only to the information described by this bank and not to investigative information contained in the CSIS bank.

Consistent Uses: To support decisions on new hires, transfers, promotions, discipline, and termination of employment or contractual agreements.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/001

Related Program Number: PRN 920 & PRN 921

Bank Number: PSE 924

Recognition Policy

Description: The records containing the information described in this bank relates to information on employees who have been nominated for awards under the federal government's Recognition Policy or similar institutional policies. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports.

Class of Individuals: Employees who have been nominated for awards under the federal government's Recognition Policy or internal recognition policies.

Purpose: To identify individuals who have been nominated for awards in accordance with Recognition Policies.

Consistent Uses: The information in these records is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 918

Bank Number: PSE 920

Staffing

Description: The records containing the information described in this bank may include staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number (SIN) and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

Class of Individuals: Employees of the institution.

Purpose: The records document the information used in staffing positions in a government institution. They are also a source of data for employment equity programs and services.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance

with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 918, PRN 919 & PRN 920

Bank Number: PSE 902

Training and Development

Description: The records related to the information described in this bank may contain personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is described in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Employees of the institution.

Purpose: The purpose of these records are to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 927

Bank Number: PSE 905

Values and Ethics Code for the Public Service

Description: The information contained in records relevant to this topic include (1) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the *Values and Ethics Code for the Public Service* and (2) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Current and former employees of government institutions listed in Part I, Schedule I, of the *Public Service Staff Relations Act*.

Purpose: The purpose of these records is to (1) maintain information about potential and actual conflict of interest situations for employees of a government institution listed in Part I, Schedule I, of the *Public Service Staff Relations Act*; (2) to record potential conflicts of interest; and (3) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. Additionally, to enable designated officials to determine whether a former public servant, to whom post-employment compliance measures apply, is in compliance. This impacts on a public officer's ability to deal with a former public servant.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 921

Bank Number: PSE 915

Vehicle, Ship, Boat and Aircraft Accidents

Description: The records containing information described in this bank may contain reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning

occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are described in Standard Bank PSE 907.

Class of Individuals: Employees of the institution.

Purpose: The purpose of these records is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

Related Program Number: PRN 901 & PRN 913

Bank Number: PSE 908

Workplace Day Care

Description: The records containing information described in this standard bank may contain information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre.

Class of Individuals: All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act.

Purpose: These records are to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. They will be used to determine the level of ongoing federal rental support for the workplace day care centre. This information will also be used for the purposes of evaluating the day care centre policy.

Consistent Uses: The information in these records will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to

Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users.

Retention and Disposal Standards: For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

RDA Number: 98/005

Related Program Number: PRN 921

Bank Number: PSE 930

Index of Standard Employee Personal Information Banks

Bank Number	Title of Standard Personal Information Bank
PSE 901	Employee Personnel Record
PSE 902	Staffing
PSE 903	Attendance and Leave
PSE 904	Pay and Benefits
PSE 905	Training and Development
PSE 906	Official Languages
PSE 907	Occupational Safety and Health
PSE 908	Vehicle, Ship, Boat and Aircraft Accidents
PSE 909	See PSE 924
PSE 910	Grievances
PSE 911	Discipline
PSE 912	Performance Reviews and Employee Appraisals
PSE 913	See PSU 908,909
PSE 914	Parking
PSE 915	Values and Ethics Code for the Public Service
PSE 916	Employee Assistance
PSE 917	Identification and Building-Pass Cards
PSE 918	Employment Equity Program
PSE 919	Harassment
PSE 920	Recognition Policy
PSE 921	See PSE 924
PSE 922	See PSU 905
POE 923	See PSU 906
PSE 930	Workplace Day Care

Index of Central Banks

Bank Name	Name of Institution	Bank Number
Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 766
Accelerated Executive Development Program (AEXDP): Inventory of Applicants	Public Service Human Resources Management Agency	PSHRMAC PCE 768
Accelerated Executive Development Program (AEXDP): Inventory of Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 769
Access to Information and Privacy (ATIP) Community Awards for Excellence	Treasury Board of Canada Secretariat	TBS PCE 741
Adjudication – Section 92 (PSSRA) References	Treasury Board of Canada Secretariat	TBS PCE 708
Adjudication – Section 98 and 99 (PSSRA) References	Treasury Board of Canada Secretariat	TBS PCE 709
Analytical Environment (formerly EDP Statistical Systems)	Public Service Commission of Canada	PSC PCE 761
Appeal Hearings	Public Service Commission of Canada	PSC PCE 702
Applicant Inventories and Referrals	Public Service Commission of Canada	PSC PCE 708
Applications for Extension of Time	Public Service Staff Relations Board	SRB PCE 705
Assessment Centre for Executive Appointment (AC for EXA)	Public Service Commission of Canada	PSC PCE 772
Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants	Public Service Human Resources Management Agency	PSHRMAC PCE 770
Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 771
Assistant Deputy Minister and Successful PQP Personal Files	Public Service Human Resources Management Agency	PSHRMAC PCE 700
Assistant Deputy Minister Business Support System	Public Service Human Resources Management Agency	PSHRMAC PCE 720

Bank Name	Name of Institution	Bank Number
Assistant Deputy Minister Resourcing – Closed Competition	Public Service Human Resources Management Agency	PSHRMAC PCE 710
Assistant Deputy Minister Resourcing – Deployment from Pool	Public Service Human Resources Management Agency	PSHRMAC PCE 725
Assistant Deputy Minister Resourcing – Open Competition	Public Service Human Resources Management Agency	PSHRMAC PCE 715
Assistant Deputy Minister Resourcing – Without Competition	Public Service Human Resources Management Agency	PSHRMAC PCE 730
Career Assignment Program (CAP): Inventory of Candidates and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 751
Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)	Public Service Commission of Canada	PSC PCE 723
Certification	Treasury Board of Canada Secretariat	TBS PCE 710
Classification Grievances Tracking System	Public Service Human Resources Management Agency	PSHRMAC PCE 707
Classification Standards Review System	Public Service Human Resources Management Agency	PSHRMAC PCE 733
Client and Functional Community Feedback	Industry Canada	IC PCE 702
Complaint/Grievance Mediation	Public Service Staff Relations Board	SRB PCE 701
Complaints - Canada Labour Code - Part II	Public Service Staff Relations Board	SRB PCE 709
Complaints by Bargaining Agents	Treasury Board of Canada Secretariat	TBS PCE 711
Complaints of Unfair Labour Practices	Public Service Staff Relations Board	SRB PCE 703
Conflict of Interest Records	Industry Canada	IC PCE 701
Consent to Prosecute	Public Service Staff Relations Board	SRB PCE 707
Course Registration and Information	Canada School of Public Service	CSPS PCE 025

Bank Name	Name of Institution	Bank Number
Crown Housing Records	Public Works and Government Services Canada	PWGSC PCE 701
Decisions of Safety Officers	Public Service Staff Relations Board	SRB PCE 710
Departmental Contact Identification System	Canada School of Public Service	CSPS PCE 030
Deployment Recourse	Public Service Commission of Canada	PSC PCE 745
Determination of Designated Positions	Public Service Staff Relations Board	SRB PCE 708
Employee Medical Records at Ste. Anne's Hospital	Veterans Affairs Canada	VAC PCE 705
Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))	Public Service Human Resources Management Agency	PSHRMAC PCE 706
Enlargement of Time to Present a Grievance	Treasury Board of Canada Secretariat	TBS PCE 721
Entitlements and Deductions System	Public Service Human Resources Management Agency	PSHRMAC PCE 716
EX-04 To EX-05 Promotion Process	Public Service Human Resources Management Agency	PSHRMAC PCE 705
Exclusion System (EXCL)	Public Service Human Resources Management Agency	PSHRMAC PCE 714
Executive Counselling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)	Public Service Commission of Canada	PSC PCE 765
Executive Group Classification Information System	Public Service Human Resources Management Agency	PSHRMAC PCE 736
Executive Resourcing	Public Service Commission of Canada	PSC PCE 732
Extra Duty Reporting System	Public Service Human Resources Management Agency	PSHRMAC PCE 717
Former Civilian Employees — Employee Personnel Record	Library and Archives Canada	LAC PCE 702

Bank Name	Name of Institution	Bank Number
Government Compensation Records	Human Resources And Skills Development Canada	HRSDC PCE 701
Grievances	Treasury Board of Canada Secretariat	TBS PCE 712
Health Unit Files	Health Canada	HCan PCE 703
Incentive Awards	Public Service Human Resources Management Agency	PSHRMAC PCE 702
Incumbent System	Public Service Human Resources Management Agency	PSHRMAC PCE 723
Insurance Application Cards	Public Works and Government Services Canada	PWGSC PCE 703
Interchange Canada: Inventory of Applicants and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 729
International Programs: Inventory	Public Service Commission of Canada	PSC PCE 733
Investigations	Public Service Commission of Canada	PSC PCE 703
Language Review Committee	Canada School of Public Service	PSC PCE 716
Language Training Module (LTM)	Public Service Human Resources Management Agency	PSHRMAC PCE 704
Language Training Orientation	Canada School of Public Service	PSC PCE 739
Language Training Services	Canada School of Public Service	PSC PCE 741
Leadership Competencies Assessment Services (formerly Assessment Centre for Early Identification of Executive Potential)	Public Service Commission of Canada	PSC PCE 726
Leave of Absence to Seek Election	Public Service Commission of Canada	PSC PCE 705
Leave Reporting System	Public Service Human Resources Management Agency	PSHRMAC PCE 718
Leave Without Pay System	Public Service Human Resources Management Agency	PSHRMAC PCE 720
Management Resources Information System (MRIS) (ceased to be updated in 1993)	Public Service Commission of Canada	PSC PCE 734

Bank Name	Name of Institution	Bank Number
Management Trainee Program (MTP): Inventory of Applicants and Participants	Public Service Human Resources Management Agency	PSHRMAC PCE 763
Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace	Public Service Commission of Canada	PSC PCE 781
Mobility File	Public Service Human Resources Management Agency	PSHRMAC PCE 724
National Joint Council Grievances	Treasury Board of Canada Secretariat	TBS PCE 735
Objections to Managerial and Confidential Exclusions	Public Service Staff Relations Board	SRB PCE 702
Occupational Health Medical Records	Health Canada	HCan PCE 701
Occupational Test Results	Public Service Commission of Canada	PSC PCE 711
Official Languages Exclusion Approval Order	Public Service Commission of Canada	PSC PCE 717
Official Languages Information System (OLIS II)	Public Service Human Resources Management Agency	PSHRMAC PCE 703
Other Inquiries	Public Service Commission of Canada	PSC PCE 780
PERSFILE Automated Index System	Library and Archives Canada	LAC PCE 701
Personnel Administration: Non-Foreign Affairs Appointments	Department of Foreign Affairs and International Trade	EAC PCE 701
Personnel Selection (excluding Executive Resourcing)	Public Service Commission of Canada	PSC PCE 712
Persons Appointed under an Exclusion Approval Order	Public Service Commission of Canada	PSC PCE 704
Pilot Project in Disability Management	Social Development Canada	SDC PCE 705
Point of Contact (Assignment Service)	Public Service Human Resources Management Agency	PSHRMAC PCE 740
Policy Research and Development Program (PRDP)	Public Service Human Resources Management Agency	PSHRMAC PCE 777

Bank Name	Name of Institution	Bank Number
Position Classification Information System (PCIS)	Public Service Human Resources Management Agency	PSHRMAC PCE 725
Post-Secondary Recruitment (PSR) Program: Inventory of Applicants	Public Service Commission of Canada	PSC PCE 767
PSC Transfer Files (ceased in June 1996)	Public Service Commission of Canada	PSC PCE 719
Public Servants Released or Demoted (PSC authority for this function ceased in 1993)	Public Service Commission of Canada	PSC PCE 706
Public Service Health Medical Advisory Committee	Health Canada	HCan PCE 702
Public Service Pay Systems	Public Works and Government Services Canada	PWGSC PCE 705
Public Service Pension Cases	Treasury Board of Canada Secretariat	TBS PCE 729
Public Service Pensions Data Bank	Public Works and Government Services Canada	PWGSC PCE 702
References of Grievances to Adjudication	Public Service Staff Relations Board	SRB PCE 701
Relocation Policy Exceptions – Individual Cases	Treasury Board of Canada Secretariat	TBS PCE 727
Requests for Review of Decisions	Public Service Staff Relations Board	SRB PCE 706
Revocation of Certification of Bargaining Agents	Public Service Staff Relations Board	SRB PCE 704
Second Language Assessment by Regional Offices	Public Service Commission of Canada	PSC PCE 714
Second Language Evaluation (SLE) Examiners	Public Service Commission of Canada	PSC PCE 715
Second Language Evaluation (SLE) Test Results	Public Service Commission of Canada	PSC PCE 718
Special Measures Program Participants (Ceased in 1998)	Public Service Commission of Canada	PSC PCE 758
Special Pension Plans	Treasury Board of Canada Secretariat	TBS PCE 734

Bank Name	Name of Institution	Bank Number
Staffing Consultant Certification	Public Service Commission of Canada	PSC PCE 721
Statutory and Regulatory Priorities	Public Service Commission of Canada	PSC PCE 709
Submissions to Treasury Board	Treasury Board of Canada Secretariat	TBS PCE 701
Travel Policy Exception – Individual Cases	Treasury Board of Canada Secretariat	TSB PCE 726
Workforce Adjustment Monitoring (WFAM) System	Public Service Human Resources Management Agency	PSHRMAC PCE 732

Agriculture and Agri-Food Canada

Chapter 1

The annual update for this institution was not received for inclusion in the 2004-2005 version of this **Info Source** publication. The following is from the 2003-2004 version of **Info Source**.

Particular Personal Information Banks

Career Management Program

Description: The bank contains personal information on employees such as: names, résumés, and career plans. There is information in the bank on the program's policies, guidelines and key documents.

Class of Individuals: All employees within the Farm Financial Programs Branch, Strategic Policy Branch, Rural Secretariat and Co-operatives Secretariat who wish to utilize the services provided by the Career Management Program.

Purpose: The bank exists to facilitate and document the work with those employees using the Career Management Program services in their career development. The bank also exists to enable the matching and marketing of developmental opportunities within these branches with employees interested in acquiring certain specific skills and experience, as identified in their career plans.

Consistent Uses: To provide ongoing career development assistance to the branches' employees in support of the continuous learning objectives of the Department.

Retention and Disposal Standards: Policy and program records are held for five years from program modification or completion of the program. Employee information is kept for two years after the employee leaves the branch permanently.

RDA Number: To be determined

Related PR#: AAFC HRB 860

TBS Registration: 005112

Bank Number: AAFC PPE 830

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of

security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Departmental employees.

Purpose: To provide documentation and authorization of appointments, transfers,

promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

RDA Number: 98/005

Related PR#: AAFC HRB 860

TBS Registration: 000913

Bank Number: AAFC PPE 808

Employment Equity Program

Description: This bank resides within Departmental Human Resources Management System. Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis.

Class of Individuals: Departmental

employees

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification. Use of the PRI is required mandatory for this bank.

Consistent Uses: The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity.

Retention and Disposal Standards: SOS performed on quarterly basis.

RDA Number: 98/005

Related PR#: AAFC HRB 860

TBS Registration: 003648

Bank Number: AAFC PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, Potential retirement date, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present.

Class of Individuals: Members of the Executive Group in Agriculture and Agri-Food Canada.

Purpose: To help in the staffing of Executive Group.

Consistent Uses: To update and maintain staffing information on members of the Executive Group.

Retention and Disposal Standards: Records are kept for a period of 2 years.

RDA Number: 98/005

Related PR#: AAFC HRB 860

TBS Registration: 002698

Bank Number: AAFC PPE 819

Expenditure Accounts – Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

Class of Individuals: Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

Purpose: This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: Records are also used for the issuance of statements of taxable benefits for income tax purposes.

Retention and Disposal Standards: Records are retained for six years.

RDA Number: 99/004

Related PR#: AAFC CMB 914

TBS Registration: 002285

Bank Number: AAFC PPE 817

Financial Management Information System – SATURN

Description: The official financial and material management information system for the department, the Canadian Food Inspection Agency and , the Canadian Pari-Mutuel Agency, the Canadian Dairy Commission, and the Canadian Grain Commission. Information is classified as to: Responsibility (fund/cost centre); Authority (fund); Purpose (activity) Project (Internal order) and Object of Expenditure (GL) account. Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in Saturn. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in Saturn.

Class of Individuals: Non Departmental employees.

Purpose: The SIN is required for inclusion on the Tax Information slip and on the tax

information file that the department is required to transmit to Canada Customs and Revenue Agency.

Consistent Uses: Refer to Purpose of the bank.

Retention and Disposal Standards:

Information remains on Saturn and is rolled from year to year. When there is no further activity, the information is removed from the system.

RDA Number: 99/004

Related PR#: AAFC CSMB 852

TBS Registration: 002945

Bank Number: AAFC PPE 805

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department.

Class of Individuals: Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken.

Purpose: To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act.

Consistent Uses: This bank is also used to approve deductions from salary.

Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period.

RDA Number: To be determined

Related PR#: AAFC HRB 925

TBS Registration: 002048

Bank Number: AAFC PPE 807

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

Class of Individuals: All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group.

Purpose: The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities.

Consistent Uses: Same as for 'Purpose'.

Retention and Disposal Standards: Minimum retention of 5 years as per authority.

RDA Number: 98/005

Related PR#: AAFC HRB 860

TBS Registration: 002946

Bank Number: AAFC PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information for the administration and control of parking privileges.

Consistent Uses: The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis.

Retention and Disposal Standards: Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file.

RDA Number: 85/001

Related PR#: AAFC CMB 913

TBS Registration: 002283

Bank Number: AAFC PPE 816

Persons with Disabilities: Background Information on Employees for Departmental Advisory Committee

Description: This bank contains personal information on employees such as their name, title, group and level, Branch, address (some will submit both office and home addresses), telephone number; as well, if the employee wishes to stand for nomination to the advisory committee; is interested in having input on topics or issues relating to the committee; is willing to participate on sub-committees or working groups; would like to be kept informed of the activities of the committee; and any personal comments made by the respondents of the form.

Class of Individuals: The information relates

to employees in Agriculture and Agri-Food Canada of all groups and levels and from all regions.

Purpose: The purposes of the information are to set up a departmental advisory committee and to build a distribution list of individuals interested in issues and topics touching on employing persons with disabilities.

Consistent Uses: The information is for the use of the committee, the Assistant Deputy Minister of Corporate Management Branch and his/her advisors.

Retention and Disposal Standards: To be determined.

RDA Number: To be determined

TBS Registration: 003928

Bank Number: AAFC PPE 828

Priority Placement System

Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments.

Class of Individuals: Priority employees.

Purpose: To market our employees who have been put on priority for other suitable employment.

Consistent Uses: There will be no other use of this information.

Retention and Disposal Standards: Two years after the last administrative use.

RDA Number: 98/005

Related PR#: AAFC HRB 920

TBS Registration: 003320

Bank Number: AAFC PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records.

Class of Individuals: Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets.

Purpose: To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately.

RDA Number: To be determined

Related PR#: AAFC CMB 856

TBS Registration: 002099

Bank Number: AAFC PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included.

Class of Individuals: Employees of Agriculture and Agri-Food Canada and outside departments.

Purpose: To provide a record of information used in staffing positions in a government institution.

Consistent Uses: To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada.

Retention and Disposal Standards: Records are kept for a period of 2 years.

RDA Number: 98/005

Related PR#: AAFC HRB 860

TBS Registration: 002701

Bank Number: AAFC PPE 822

Research Skills Inventory

Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data.

Class of Individuals: Research Branch Scientific and Professional Category employees.

Purpose: To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand.

Consistent Uses: To plan future demand for scientific and professional personnel.

Retention and Disposal Standards: The bank is to be updated annually. Records are kept for a period of five years.

RDA Number: 98/005

Related PR#: AAFC HRB 921

TBS Registration: 002700

Bank Number: AAFC PPE 803

Salary Management System

Description: This bank contains information about employees of the institution including the following: Personal Record Identifier, First and Last Name, Occupational Category and Level, Annual Salary, Employment Anniversary Date, and Financial Coding.

Class of Individuals: Employees of the institution.

Purpose: The Salary Management System is a subsidiary system of Saturn, the institution's finance and material management system. It is also the department's official record keeping system for salary management. The system has two main functions: first, it is a means to forecast salary expenditures and is therefore a tool in the management of operating budgets; second, it processes raw data from the government's Regional Pay System into data that can be used by the department's financial system. To meet the system's requirements to be able to perform these two functions, the bank is used to add financial coding to pay records received from the Pay System, and to provide data about employees and positions that is needed to calculate forecasted expenditures.

Consistent Uses: The Salary Management System has only the two functions described above.

Retention and Disposal Standards: Information is kept for six fiscal years, then

destroyed.

RDA Number: To be determined

Related PR#: AAFC CMB 700

TBS Registration: 005113

Bank Number: AAFC PPE 831

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank.

Class of Individuals: Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis.

Retention and Disposal Standards: Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed.

RDA Number: To be determined

Related PR#: AAFC CMB 852

TBS Registration: 002943

Bank Number: AAFC PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee.

Class of Individuals: Employees of the Department.

Purpose: This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs.

Consistent Uses: This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

Retention and Disposal Standards: These records are retained for two years except for the information on financial transactions is kept for six years.

RDA Number: To be determined

Related PR#: AAFC CMB 852

TBS Registration: 003319

Bank Number: AAFC PPE 827

Training and Development

Description: This bank within Human Resources Management System contains

personal data including course applications and evaluations; personal record Identifier (PRI); records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs.

Class of Individuals: Employees of the institution.

Purpose: To provide documentation for the administration and the application to training and development programs within government institutions. The PRI is used for the purpose of identification and financial administration of training. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

RDA Number: 98/005

Related PR#: AAFC HRB 927

TBS Registration: 000917

Bank Number: AAFC PPE 810

Travel and Relocation

Description: This bank contains authorized requests for individual travel cards (ITCs), foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding travel cards, travel and relocation, and to obtain passports and visas for employees travelling overseas.

Consistent Uses: The information is also used to administer the travel and relocation functions with respect to their approval and to issue travel cards, passports and visas.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for: travel cards, which are retained until the expiry date and passports, which are retained for a minimum of five years.

RDA Number: 99/004

Related PR#: AAFC CMB 852

TBS Registration: 002282

Bank Number: AAFC PPE 815

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Parking

Performance Review and Employee Appraisal

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Accident Aircraft

Atlantic Pilotage Authority Canada

Chapter 3

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

Bank of Canada

Chapter 4

Particular Personal Information Banks

Access Cards

Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises.

Class of Individuals: Bank of Canada employees; contractors; tenants.

Purpose: The purpose of this bank is to maintain information relating to the issuance of access cards.

Consistent Uses: To issue and control access cards.

Retention and Disposal Standards: These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed.

RDA Number: 98/001

Related PR#: BOC 931

TBS Registration: 003289

Bank Number: BOC PPE 818

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to support the administration of employee attendance and leave.

Consistent Uses: To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism.

Retention and Disposal Standards: Records are kept for a period of three years, then destroyed.

RDA Number: 98/005

Related PR#: BOC 918

TBS Registration: 002211

Bank Number: BOC PPE 821

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions.

Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.

Retention and Disposal Standards: Records are kept for a period of five years following the date of disciplinary action, then destroyed.

RDA Number: 98/005

Related PR#: BOC 926

TBS Registration: 002219

Bank Number: BOC PPE 836

Employee Health Record

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records and copies of Workplace Safety Insurance Board (WSIB) reports. Prior to 2002, this bank may also contain records relating to the Income Maintenance and Long-Term Disability Programs, i.e. completed forms to apply for LTD; all interaction between employee and Health Services; gradual return to work program records, etc.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain health evaluations on Bank employees, and to provide documentation for the administration of occupational health and certain benefit programs.

Consistent Uses: The information is used to support medical, employment and pension decisions/entitlements.

Retention and Disposal Standards: Records are kept for a period of 20 years following the last administrative use, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms.

RDA Number: 98/005

Related PR#: BOC 922

TBS Registration: 002215

Bank Number: BOC PPE 830

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curriculum vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of

security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

Class of Individuals: Bank of Canada employees.

Purpose: This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.

RDA Number: 98/005

Related PR#: BOC 918, 921

TBS Registration: 002210

Bank Number: BOC PPE 810

Employment Equity Program

Description: This bank contains personal information on employees that is needed to support the Bank's Employment Equity program. This information is collected on a voluntary basis, and respondents are asked to identify their gender, whether they are an aboriginal person, whether they have a disability, or are a member of a visible minority group.

Class of Individuals: Regular full-time employees; regular part-time employees; contract and temporary employees of the Bank of Canada.

Purpose: This information is used for purposes specified in the Employment Equity Act; that is for implementation of the employment equity policy and program. Data are collected to provide a comprehensive picture of Bank staff by designated groups (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information may be linked with that in other banks containing employee information using the Employee Number in order to obtain statistical information used in the preparation of the Annual Report to the Minister of Human Resources Development Canada. This data is also used to compare the situation of designated group members with non-designated group members within the Bank and with their counterparts in the general labour market. Self-identification information may also be obtained from the bank on Applications for employment (BOC PPU 035).

Consistent Uses: The information gathered is used in the delivery of the Bank's Employment Equity program to help create a more representative workforce. It may be used to compile statistical data or for administrative purposes that support measures to ensure that designated groups are equitably represented in the Bank.

Retention and Disposal Standards:

Employment Equity questionnaires are retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires are superseded, the previous questionnaires are immediately destroyed.

RDA Number: 98/005

Related PR#: BOC 901

TBS Registration: 001942

Bank Number: BOC PPE 817

Facility Management Database

Description: This bank contains records of employee names, employee identification numbers, employment status, job levels and access card numbers which are used to support the management of space allocation and related resources.

Class of Individuals: Bank of Canada employees and contractors.

Purpose: To assist the Bank in managing space allocation resources.

Consistent Uses: To allocate space and assets related to space such as furniture, phones, etc.

Retention and Disposal Standards: Records are kept for a maximum of 6 months after an individual leaves the Bank, then destroyed.

RDA Number: 99/003

Related PR#: BOC 905

TBS Registration: 004236

Bank Number: BOC PPE 819

Garnishees

Description: This bank contains orders of garnishment and related correspondence.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations.

Consistent Uses: To provide for the execution of orders of garnishment.

Retention and Disposal Standards: Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed.

RDA Number: 98/005

Related PR#: BOC 925

TBS Registration: 000076

Bank Number: BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to record information used in the grievance process.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels

in the grievance process.

Retention and Disposal Standards: Records are kept for a period of five years following date of resolution, then destroyed.

RDA Number: 98/005

Related PR#: BOC 926

TBS Registration: 002218

Bank Number: BOC PPE 835

Income Maintenance and Long-Term Disability Claims

Description: This bank contains specific case file records relating to the Income Maintenance and Long Term Disability programs. It contains notice of leave of absence, completed necessary forms applying to programs, medical certificates, payment information, correspondence between employee and Great West Life regarding their claim, gradual return to work program records, etc.

Purpose: The purpose of this bank is to document information on the administration of the Income Maintenance and Long-Term Disability Programs of the Bank of Canada.

Consistent Uses: To administer specific claims and ensure payments are made to employees who are on the income maintenance and long-term disability programs.

Retention and Disposal Standards: Records are kept for a period of 10 years after termination of the claim or after last administrative use, then destroyed.

RDA Number: 98/005

Related PR#: BOC 924

TBS Registration: 005279

Bank Number: BOC PPE 832

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer.

Class of Individuals: Bank of Canada employees.

Purpose: To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada.

Consistent Uses: To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries.

Retention and Disposal Standards: First aid records are retained for two years, then destroyed. Accident and occupational injury or illness records

are held for 10 years following the date of the occurrence, then destroyed.

RDA Number: 98/005

Related PR#: BOC 922

TBS Registration: 002217

Bank Number: BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees.

Consistent Uses: To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs.

Retention and Disposal Standards: Records are kept for a period of two years after the employee leaves the Bank, then destroyed.

RDA Number: 98/005

Related PR#: BOC 923

TBS Registration: 002214

Bank Number: BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To maintain a record of parking permits.

Retention and Disposal Standards: Records are kept for a period of three years after the permit expires, then destroyed.

RDA Number: 98/001

Related PR#: BOC 914

TBS Registration: 002236

Bank Number: BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as

correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act.

Consistent Uses: To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information.

RDA Number: 98/005

Related PR#: BOC 925/924

TBS Registration: 002212

Bank Number: BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace.

Consistent Uses: To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Retention and Disposal Standards: Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed.

RDA Number: 98/005

Related PR#: BOC 926

TBS Registration: 002237

Bank Number: BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record.

Class of Individuals: Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings.

Purpose: The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance.

Consistent Uses: The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately.

RDA Number: 98/001

Related PR#: BOC 903

TBS Registration: 002216

Bank Number: BOC PPE 816

Relocation

Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information regarding the relocation of employees.

Consistent Uses: To administer the relocation functions with respect to their approval, as well as advances and claims.

Retention and Disposal Standards: Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed.

RDA Number: 99/004

Related PR#: BOC 914

TBS Registration: 000074

Bank Number: BOC PPE 840

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating committee assessments, including evaluation notes from staffing committees; test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record.

Class of Individuals: Bank of Canada employees.

Purpose: The bank provides a record of the information used in staffing positions.

Consistent Uses: To select candidates and staff positions.

Retention and Disposal Standards: Staffing records are kept for a period of two years after the year in which they are created, or two years after the last administrative use, then destroyed.

RDA Number: 98/005

Related PR#: BOC 920

TBS Registration: 002013

Bank Number: BOC PPE 815

Training and Development

Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs.

Consistent Uses: To approve the participation of employees in training and development activities, to register the employees and to certify their achievements.

Retention and Disposal Standards: Records are kept for a period of five years, then destroyed.

RDA Number: 98/005

Related PR#: BOC 927

TBS Registration: 002213

Bank Number: BOC PPE 825

Training and Development — Development Assignment Programs

Description: This bank contains employee profiles, interview information, details of

assignments, assignment proposal forms and agreements, and correspondence related to various development assignment programs.

Class of Individuals: Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank as well as those who have expressed their intention of participating in one of the programs.

Purpose: This bank was created to maintain an inventory of employees interested in or selected for possible assignments within the Bank, and to administer the programs.

Consistent Uses: The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes.

Retention and Disposal Standards: Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years.

RDA Number: 98/005

Related PR#: BOC 927

TBS Registration: 003424

Bank Number: BOC PPE 827

Travel

Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of employees.

Consistent Uses: To provide advances and approve claims for business travel expenses.

Retention and Disposal Standards: Records are kept for a period of seven years, then destroyed.

RDA Number: 99/004

Related PR#: BOC 914

TBS Registration: 000075

Bank Number: BOC PPE 841

Belledune Port Authority

Chapter 5

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Occupational Safety and Health

Performance Reviews and Employee Appraisals

Blue Water Bridge Authority

Chapter 6

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Pension Records

Description: This bank contains individual data pertaining to the pension plan including the name, date of birth, sex, marital status, marital status effective date, home address and telephone number, employee status, employee identification number, social insurance number, summary record of employment, base salary, annual pensionable earnings base, pension eligibility date, years of pensionable service, pensionable allowances, termination date and reason, amount of contributions deducted, length of work week, payment deduction information including garnishee information if applicable, division of pension banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for the issuance of the appropriate taxation forms, as authorized by the Income Tax Act.

Class of Individuals: Employees of the Blue Water Bridge Authority.

Purpose: The purpose is to report total remittances to the Pension Carrier during the year based on employee deduction. The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits,

pension benefits division as required by marriage breakdown, commuted pension benefits, pension adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting. Past Service Pension Adjustment (PSPA) and the calculation of deficient employee contributions. The information is used for the reconciliation and validation of accounts.

Consistent Uses: This information is used in the preparation of reports to aid in the administration of the plan.

Retention and Disposal Standards: Records are kept for 7 years after the death of the employee and, destroyed at the end of the retention period.

RDA Number: 98/005

TBS Registration: 005472

Bank Number: BWBA PPE 800

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records

Grievances

Identification and Building Pass Cards

Occupational Health and Safety

Pay and Benefits

Staffing

British Columbia Treaty Commission

Chapter 7

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Values and Ethics Code for the Public Service

Business Development Bank of Canada

Chapter 8

Particular Personal Information Banks

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: BDC employees.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions.

Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.

Retention and Disposal Standards: Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply.

RDA Number: 81/007 and 98/005

Related PR#: PRN 921

TBS Registration: 003923

Bank Number: BDBC PPE 820

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their

dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program.

Class of Individuals: BDC employees and their dependents.

Purpose: The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services.

Retention and Disposal Standards: The information is kept by the consultant for 5 years following last contact with the employee, then destroyed.

RDA Number: 81/007

Related PR#: PRN 921

TBS Registration: 003748

Bank Number: BDBC PPE 805

Employee Awards Program

Description: This bank contains information on employees who were nominated for awards under the BDC's former suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented.

Class of Individuals: BDC employees who have applied under the program.

Purpose: The purpose of this bank was to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion.

Consistent Uses: The computer system was used to control the processing of suggestions and the giving of awards, when appropriate.

Retention and Disposal Standards: File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed.

RDA Number: 98/005

Related PR#: PRN 921

TBS Registration: 003922

Bank Number: BDBC PPE 815

Employment Equity Survey

Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities.

Class of Individuals: Permanent full-time employees; permanent part-time employees; and temporary employees.

Purpose: The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority).

Consistent Uses: The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes.

Retention and Disposal Standards: These records are retained for a period of five years after the year in respect of which a report is made and then destroyed.

RDA Number: 98/005

Related PR#: PRN 920 and 921

TBS Registration: 003752

Bank Number: BDBC PPE 801

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds.

(N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

Class of Individuals: Employees of the BDC.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation.

Retention and Disposal Standards: Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

RDA Number: 98/005

Related PR#: PRN 921

TBS Registration: 003751

Bank Number: BDBC PPE 810

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Human Resources

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Canada Border Services Agency

Chapter 9

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information.

Class of Individuals: Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program.

Purpose: The purpose of this bank is to maintain up-to-date the evolution of the student on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments.

Retention and Disposal Standards: Records are retained for two (2) years after completion of the particular training.

RDA Number: 86/001

TBS Registration: 000002

Bank Number: CCRA PPE 801

Activity Management and Costing Data Bank

Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports.

Class of Individuals: Individuals identified in this bank are all employees of Canada Customs and Revenue Agency, as well as staff members who have been engaged under personal service contracts.

Purpose: The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority.

Retention and Disposal Standards: Input records in this bank are maintained for two years.

TBS Registration: 003544

Bank Number: CCRA PPE 811

Canada Customs and Revenue Agency Operations and Staff Matters Bank

Description: This information bank relates to the investigation of Canada Customs and Revenue Agency employees emanating from allegations of fraud, defalcation, bribe, breaches of trust, misuse of the Agency's electronic networks, or misconduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

Class of Individuals: Employees of the Canada Customs and Revenue Agency who are, or have been under investigation for fraud, defalcation, bribe breaches of trust, misuse of the Agency's electronic networks or misconduct, and members of the general public interviewed in the course of such investigations.

Purpose: The information is compiled to carry out investigations of such employees.

Retention and Disposal Standards: Records in this bank are retained for five years after the case is closed.

TBS Registration: 002026

Bank Number: CCRA PPE 803

Employee Use of Material Card

Description: This bank consists of written agreements and cards maintained to record the issuance of material, particularly equipment to agency employees for use of government premises.

Class of Individuals: Employees of the Canada Customs and Revenue Agency.

Purpose: To track and maintain the location of material when being utilized off government premises.

Retention and Disposal Standards: Files are retained for two years after return of equipment.

RDA Number: 78/001

TBS Registration: 001764

Bank Number: CCRA PPE 806

Internal Investigations

Description: This bank contains investigative reports and correspondence between officials of the Canada Customs and Revenue Agency with respect to whether an allegation against an employee is founded or not founded.

Class of Individuals: Current or former employees of the Canada Customs and Revenue Agency and members of the general public interviewed in the course of such investigations.

Purpose: The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Customs and Revenue Agency legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Customs and Revenue Agency Policy on Terms and Conditions of Employment.

Consistent Uses: Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice.

Retention and Disposal Standards: Files are maintained for five years after the case is closed.

TBS Registration: 000004

Bank Number: CCRA PPE 813

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

Class of Individuals: Employees of Canada Customs and Revenue Agency.

Purpose: This bank is used to provide a history of employees' training on word processing software.

Retention and Disposal Standards: Records in the bank are retained for five years.

TBS Registration: 002027

Bank Number: CCRA PPE 805

Canada Customs and Revenue Agency Leave and Overtime Reporting System

Description: Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CCRA Agency with the exception of terms under three months.

Class of Individuals: Employees of the Agency.

Purpose: The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

Retention and Disposal Standards: Current year plus two.

TBS Registration: 003543

Bank Number: CCRA PPE 804

Employee Profiles

Description: Information in the bank contains personal information on CCRA employees, including name, address, record identifier experience & skills performance appraisals, competency assessment results, training and learning records, career development data.

Class of Individuals: Employees of CCRA.

Purpose: To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance.

Consistent Uses: External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa.

Retention and Disposal Standards: Until an employee retires or for a minimum of two years following the date an employee leaves the CCRA and then sent to Archives.

Related PR#: CCRA PSE 921

TBS Registration: 005105

Bank Number: CCRA PPE 830

Employment Equity Program

Description: This bank contains information from the self-identification questionnaire called the Work Force Profile that gives the Canada Customs and Revenue Agency (CCRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information.

Class of Individuals: Employees of the CCRA.

Purpose: The CCRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour

market availability. This allows the CCRA to assess their progress on employment equity. The aggregated information will also appear in the CCRA's report to Parliament on employment equity. To get a complete picture of the CCRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems.

Consistent Uses: The data is primarily collected for statistical purposes. The information is used for the CCRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups.

Retention and Disposal Standards: Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives.

Related PR#: CCRA PSE 918

TBS Registration: 005107

Bank Number: CCRA PPE 820

Managerial and Confidential Exclusions

Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level.

Class of Individuals: Employees of the CCRA occupying or have occupied a managerial or confidential excluded position.

Purpose: The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency.

Retention and Disposal Standards: Information is retained until the position is de-excluded.

RDA Number: 86/001

TBS Registration: 000003

Bank Number: CCRA PPE 812

Mediation Files Bank

Description: This bank contains information on mediations conducted between employees of the CCRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is

filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement.

Class of Individuals: Employees of the CCRA who participated in a Mediation Session.

Purpose: The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents.

Consistent Uses: The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

Retention and Disposal Standards: Records of mediation are retained for two years after the mediation completion date, and then destroyed.

Related PR#: CCRA PSE 926

TBS Registration: 005106

Bank Number: CCRA PPE 825

Recognition Program

Description: The bank includes information about CCRA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award.

Note: This bank was formerly entitled Innovation and Excellence.

Class of Individuals: Agency employees who have been nominated for a local regional or branch award, a CCRA Award of Excellence, a Long Service Award, a Suggestion Award or an External Award.

Purpose: To assist in the administration of the Recognition Program.

Consistent Uses: Some local offices use the bank for local record keeping. Some records are maintained on file nationally.

Retention and Disposal Standards: Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed.

TBS Registration: 003212

Bank Number: CCRA PPE 810

CCRA Supervisory In-Basket Exercise Results System

Description: Information in the bank includes CCRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership

in designated employment equity groups and group and level of the candidates are also included on a voluntary basis.

Class of Individuals: Records in this bank apply to only those individuals who have written the CCRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority.

Purpose: This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes.

Retention and Disposal Standards: Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes.

TBS Registration: 003211

Bank Number: CCRA PPE 807

Public Key Infrastructure (PKI) Internal Identification

Description: As per the CCRA Certificate Authority Internal Certificate Policy (CCRA CA CP - Internal), the identify of individuals employed by the CCRA must be verified prior to issuance of PKI certificates enabling secure online transactions.

The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory.

Class of Individuals: Employees, contractors, organisational roles, and applications within CCRA.

Purpose: PKI certificates will be used to enable telecommuting capabilities and secure email for all CCRA employees.

Consistent Uses: The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

Retention and Disposal Standards: All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CCRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per guidelines.

TBS Registration: 004487

Bank Number: CCRA PPE 818

Canada Council for the Arts

Chapter 10

Particular Personal Information Banks

Conflicts of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Employees of the Council.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: These files are kept for the duration of employment plus 2 years, after which the records are destroyed.

RDA Number: 98/005

Related PR#: CCA PRN 921

TBS Registration: 003780

Bank Number: CAC PPE 805

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Canada Deposit Insurance Corporation

Chapter 11

Particular Personal Information Banks

Conflicts of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Employees of the Corporation.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to

resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: These records are kept for the duration of employment plus 2 years and are then destroyed by the National Archives of Canada.

RDA Number: 98/005

Related PR#: CDI LEGAL 530

TBS Registration: 002296

Bank Number: CDI PPE 805

Standard Personal Information Banks

Please see the INTRODUCTION to this

publication for a listing of all Standard Banks and a description of the information that is contained in these banks.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Staffing

Training and Development

Canada Economic Development for Quebec Regions

Chapter 12

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personal Record

Employment Equity Program

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Chapter 14

Standard Personal Information Banks

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Attendance and Leave

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Staffing

Training and Development

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Chapter 15

Note: Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.

Canada Mortgage and Housing Corporation

Chapter 16

Particular Personal Information Banks

CMHC Pension Plan

Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name.

Class of Individuals: CMHC employees and pensioners.

Purpose: The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits.

Consistent Uses: Pursuant to the Income Tax

Act, documentation supporting pension entitlements, including the social insurance number is provided to the Office of the Superintendent of Financial Institutions and to Canada Revenue Agency (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements.

Retention and Disposal Standards: Records are retained for seven years after the member and dependents are deceased, and the records are then forwarded to a commercial off-site storage facility.

RDA Number: 96/027

Related PR#: CMH HRS 924

TBS Registration: 003134

Bank Number: CMH PPE 845

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: CMHC employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed.

RDA Number: 96/027

Related PR#: CMH HRS 926

TBS Registration: 000097

Bank Number: CMH PPE 808

Electronic Network Monitoring Logs

Description: This bank contains information about electronic use which is compiled when there is suspected misuse of the CMHC electronic networks, as defined by CMHC policies on the use of electronic networks and Internet usage Guidelines for CMHC employees. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency.

Class of Individuals: Employees of CMHC.

Purpose: The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of CMHC electronic networks.

Consistent Uses: The information may be used to substantiate any disciplinary action taken where violation of CMHC policies on the use of electronic networks and internet usage Guidelines for CMHC employees is determined.

Retention and Disposal Standards: Records

are retained for three years following the last use of the information at which time the records are destroyed.

RDA Number: 96/027

Related PR#: CMH CSS 903

TBS Registration: 005072

Bank Number: CMH PPE 847

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their spouses and dependents.

Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above- mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program.

Class of Individuals: CMHC employees, retirees and their spouses and dependents.

Purpose: The bank allows the consultant to ensure continuity of service.

Consistent Uses: The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service.

Retention and Disposal Standards: The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. Prior to transferring files to a new service provider, written consent from the client is required.

RDA Number: 96/027

Related PR#: CMH HRS 922

TBS Registration: 003135

Bank Number: CMH PPE 850

Employee Medical Files (1977 to 31/12/97)

Description: This bank maintains the medical record of employees and general medical information about family members.

Class of Individuals: CMHC employees and family members.

Purpose: This bank contains records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations.

Consistent Uses: To provide employees access to their medical records through the Access to Information and Privacy Office.

Retention and Disposal Standards: Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information.

RDA Number: 96/027

Related PR#: CMH HRS 922

TBS Registration: 001937

Bank Number: CMH PPE 802

Employee Personal Record

Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave; terms and conditions of employment; pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; terms and conditions of employment; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; and level of security clearance.

Class of Individuals: CMHC employees.

Purpose: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial

health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes.

Consistent Uses: To provide documentation and authorization of appointments, transfers, promotions, demotions, pension plan and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension).

Retention and Disposal Standards: Retained by CMHC for the duration of employment plus one year, and then transferred to a commercial off-site storage facility. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years.

RDA Number: 96/027

Related PR#: CMH HRS 925

TBS Registration: 002991

Bank Number: CMH PPE 815

Diversity Management and Employment Equity Program

Description: This bank contains information on designated group members. Respondents are asked to identify, by means of a questionnaire, whether they are a member of the Aboriginal peoples, a person with disability, or a member of a visible minority group.

Class of Individuals: Employees of the Corporation.

Purpose: This bank provides documentation to assist the integration of diversity principles within CMHC's business processes, while implementing the Employment Equity Act. Data are collected to: measure the Corporation's progress in attracting and retaining a diverse workforce that is representative of the Canadian labour force (specifically women, Aboriginal peoples, visible minorities and people with disabilities), capture relevant information on the needs of CMHC employees to ensure the continuous development, revision and implementation of equitable policies, practices and systems to benefit all employees. This includes information that will be used to compare the situation of designated group members with non-designated group members within CMHC; provide a process to identify the accommodation needs of employees, and identify the cultural competencies, such as language capabilities, residing within the Corporation to meet the needs

of its diverse national and international clients. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Management System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the Corporation's Diversity Management and Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources and Skills Development Canada and the CMHC internal Diversity and Employment Equity and other monitoring report. It may also be used for policy and planning purposes related to human resources.

Retention and Disposal Standards: Records are destroyed two years after the employee leaves the Corporation.

RDA Number: 96/027

Related PR#: CMH HRS 921

TBS Registration: 002198

Bank Number: CMH PPE 809

Grievances

Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances.

Class of Individuals: Unionized CMHC employees.

Purpose: The purpose of this bank is to record information used in all levels of the grievance process.

Consistent Uses: The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process.

Retention and Disposal Standards: Five years following date of resolution, the records are destroyed.

RDA Number: 96/027

Related PR#: CMH HRS 926

TBS Registration: 002992

Bank Number: CMH PPE 820

Harassment (including discrimination and sexual harassment)

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank.

Class of Individuals: CMHC employees.

Purpose: The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether harassment is occurring, and when this is the case, to determine the appropriate action to take.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed five years after the most recent administrative activity in relation to an individual case.

RDA Number: 96/027

Related PR#: CMH HRS 926

TBS Registration: 002994

Bank Number: CMH PPE 830

Identification and Building-Pass Cards

Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

Class of Individuals: Employees of the Corporation and contractors/consultants.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed three years after an individual has left the Corporation.

RDA Number: 96/027

Related PR#: CMH CSS 903

TBS Registration: 002199

Bank Number: CMH PPE 810

Internal Appeals and Employee Complaint Files

Description: This bank records and provides information on internal appeals and employee

complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages.

Class of Individuals: Employees who have used the internal appeal system or an external complaint process.

Purpose: The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file.

Consistent Uses: To support decisions of employee transfer and discipline. To support decisions on changes to policies, processes, and practices and to report on these decision.

Retention and Disposal Standards: Records are retained for three years from the date of the decision.

RDA Number: 96/027

Related PR#: CMH HRS 926

TBS Registration: 001938

Bank Number: CMH PPE 804

Investigation Files

Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action.

Class of Individuals: Employees and the general public.

Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee.

Consistent Uses: In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force.

Retention and Disposal Standards: Records are retained for three years after the last administrative activity in relation to an individual case.

RDA Number: 96/027

Related PR#: CMH CSS 903

TBS Registration: 001939

Bank Number: CMH PPE 806

Official Languages

Description: This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee

Personnel Record.

Class of Individuals: CMHC employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing, and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: For language test results and for language training attendance records, the retention period is five years, with a one-year dormant period; for language designation of positions, a three-year retention and a five-year dormant period.

RDA Number: 96/027

Related PR#: CMH HRS 923

TBS Registration: 002993

Bank Number: CMH PPE 825

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record).

Class of Individuals: Employees and pensioners of CMHC.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion

of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

Retention and Disposal Standards: Records are sent to an off-site commercial storage facility two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

RDA Number: 96/027

Related PR#: CMH HRS 918

TBS Registration: 003133

Bank Number: CMH PPE 840

Staffing-Competition Files

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; interviewed candidates' applications; lists of candidates; rating board assessments, including evaluation notes from selection committees; examination papers and test results; offers of employment; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

Class of Individuals: Internal and external applicants.

Purpose: The bank provides a record of the information used in staffing positions.

Consistent Uses: To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted.

Retention and Disposal Standards: Records are retained for two years or two years after any other

administrative action, at which time the records are destroyed.

RDA Number: 96/027

Related PR#: CMH HRS 920

TBS Registration: 002995

Bank Number: CMH PPE 835

Insured/Non-insured Claims

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents, as well as liability, employee fraud, property damage and mortgage impairment claims.

Class of Individuals: CMHC Employees and the general public.

Purpose: The purpose of this bank is to maintain information regarding accidents and claims involving CMHC employees and the general public.

Consistent Uses: To determine liability for such accidents and claims, to approve damage settlements and provide statistics to meet insurance company's reporting requirements.

Retention and Disposal Standards: The records are retained active for five years and dormant indefinitely.

RDA Number: 96/027

Related PR#: CMH CSS 901

TBS Registration: 003295

Bank Number: CMH PPE 855

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

Canada Post Corporation

Chapter 17

Particular Personal Information Banks

Access Control Systems

Description: This bank contains signed identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates.

Class of Individuals: Canada Post employees who have authorized access to Corporation facilities.

Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.

Consistent Uses: The records in it are used to issue and cancel identification cards or building passes, and to maintain building security.

Retention and Disposal Standards: The records are retained for two years after expiry of the cards and then destroyed. Visitor logs are retained one year and then destroyed.

RDA Number: 91/020

Related PR#: CPC CS 6

TBS Registration: 001364

Bank Number: CPC PPE 823

Work Refusals

Description: This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources and Skills Development Canada safety officers, management-employee interview notes and summaries, Human Resources and Skills Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work.

Class of Individuals: All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons.

Purpose: The purpose of this bank is to ensure

and promote a safe workplace.

Consistent Uses: The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources and Skills Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them.

Retention and Disposal Standards: Under development.

RDA Number: Under development.

Related PR#: CPC HR 6

TBS Registration: 003740

Bank Number: CPC PPE 806

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions exist in automated form in the Accounts Payable System and in the Systems Applications and Products (SAP). This includes travel and other expenses claims, approvals and records of payments, including direct deposit information.

Note: Payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates.

Class of Individuals: Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments.

Purpose: To support the payment of financial benefits to employees.

Consistent Uses: The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes.

Retention and Disposal Standards: Records are retained for six years following the year during which the expenses were incurred and then destroyed.

RDA Number: 91/020

Related PR#: CPC SM 5

TBS Registration: 001337

Bank Number: CPC PPE 820

Conflict of Interest

Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates.

Class of Individuals: Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest.

Purpose: The purpose of this bank is to support the implementation of the conflict of interest policy.

Consistent Uses: The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment.

Retention and Disposal Standards: Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 7

TBS Registration: 002156

Bank Number: CPC PPE 814

Corporate Correspondence Service

Description: This bank contains letters and e-mail enquiries addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and regional corporate representatives, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System (CCS). In some but not all cases, the background material exists in automated form as well. Individuals seeking access to this bank should specify the family name and postal code pertinent to the previous enquiry.

Class of Individuals: Current or recently terminated employees, and retired employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman, President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry.

Purpose: The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential employee enquiries.

Consistent Uses: The records are used to support the correspondence system, to monitor the preparation of responses, to monitor follow-up action associated with a letter; for reference purposes when subsequent or similar enquiries are received, and to identify issues of interest, concerns, trends or patterns in employee correspondence.

Retention and Disposal Standards: Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

RDA Number: 91/020

Related PR#: CPC COM 3

TBS Registration: 002077

Bank Number: CPC PPE 826

Employee Assistance

Description: Family Services Employee Assistance Program is a subcontracted service. All information is kept at the FSEAP office. There are no Canada Post files on Employee Assistance Program. Family services may retain case management records in both hard copy and automated form. Individuals seeking access to records that may exist on them are encouraged to deal directly with Family Services by phoning 1-800-668-9920.

Class of Individuals: A case is initiated when an employee calls the 1-800 in-take line.

Purpose: Employee Assistance is a voluntary program for Canada Post employees experiencing personal or work-related problems that may be resolved through professional care.

Consistent Uses: Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling; to

assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes. Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates.

Retention and Disposal Standards: FSEAP records are retained for a minimum period of seven years and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 8

TBS Registration: 001354

Bank Number: CPC PPE 811

Employee Health Record

Description: This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment if given by the Occupational Health Nurse; certification documents containing confidential medical information; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations. Certain information exist in automated form. Case review committee records are stored separately.

Class of Individuals: Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service.

Purpose: To support Occupational Health and Rehabilitation programs.

Consistent Uses: The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to support benefit entitlements related to work-related injuries and illnesses

(physician's certificates with no confidential medical information may be attached to the Employee Personal File; to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies.

Retention and Disposal Standards: Records are retained for a period of 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are transferred to the National Archives of Canada but where volume and space permit, some regions keep them on site until they are destroyed.

RDA Number: 91/020

Related PR#: CPC HR 9

TBS Registration: 003158

Bank Number: CPC PPE 840

Employee Involvement Program

Description: This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion number, date and location.

Class of Individuals: Canada Post employees who have submitted suggestions. (Note that payment records regarding awards may be stored in Accounts Payable, CPC PPE 820).

Purpose: The purpose of this bank is to support the Employee Involvement Program.

Consistent Uses: The records are used to promote, help identify, evaluate and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File and/or to the Human Resources module of Systems Applications and Products (SAP). The

computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed via the Corporation's publications.

Retention and Disposal Standards: Records are retained for six years after the year of last administrative use and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 10

TBS Registration: 001351

Bank Number: CPC PPE 807

Employee Personal File (Benefits component)

Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, staffing forms), health and dental insurance applications, disability insurance claims and records related to allowances, incentives and termination. Other supporting documentation may include copies of named dependents for health and dental plans, birth certificates, marriage/separation/divorce papers, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in the Human Resources Management Benefits Administration (HRMBA) system and in the Systems Applications and Products (SAP). (Note that copies of records relating to deductions, allowances, incentives, prerequisites and termination may be stored in the payroll component of the Employee Personal File).

Class of Individuals: All existing and recently terminated Canada Post Corporation employees who are eligible to receive employee benefits.

Purpose: The purpose of this bank is to support the administration of benefit entitlements and the payment of some allowances for employees.

Consistent Uses: The records are used to provide information necessary for benefits administration for Canada Post Corporation. Information is shared with the Canada Post pension plan (re: pension administration), and with group medical insurers. The records are also used to assist in the processing of disability insurance claims and to determine continuous service dates for the purpose of calculating severance pay. In the SAP system there is a employee Self Serve module to provide access to the employees. Please note that certain benefits data may be accessed directly by the

employees concerned via EMPLOYEE SELF SERVE. Please note that the HRMBA system was archived in 2004.

Retention and Disposal Standards: Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use).

RDA Number: 91/020

Related PR#: CPC HR 11

TBS Registration: 001346

Bank Number: CPC PPE 802

Employee Personal File (Career component)

Description: This bank is also known as "Employee Human Resource Management." It contains performance appraisals (for management, exempt, APOC and PSAC), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, awards (e.g. Bravo and Service Excellence), letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. Certain information exists in automated form, in the Personal Development and Personal Administration modules of Systems Applications and Products (SAP). This includes such personal information as performance objectives, competency reviews, training and development plans, mid-year reviews, probation reports and improvement plans and year-end evaluations, as well as test results.

Class of Individuals: Most current or recently terminated Canada Post Corporation employees. (Career files do not yet exist in some regions and among some bargaining units).

Purpose: To support the development of an employee's career.

Consistent Uses: The records are used in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, succession planning, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees

(supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit).

Retention and Disposal Standards: Records are retained for 10 years after termination of employment from Canada Post and then destroyed. Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 12

TBS Registration: 003546

Bank Number: CPC PPE 808

Employee Personal File (Payroll component)

Description: This bank contains such records as letters of authorization, T4 and other tax deduction information, direct deposit information, union dues, Canada Pension Plan deductions, rebates and savings plan, and, if applicable, records related to allowances, overtime, shift differential, incentives, perquisites, overpayments, termination and leave forms related to WCB claims. Certain information exists in automated form, in Ceridian computer systems and in the following Canada Post systems: the National Overpayment System and Pay System. Certain information also exists in the Personnel Administration, Time Management and Payroll modules of Systems Applications and Products (SAP). (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites and termination are also stored in the Employee Personal File (Benefits component, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Canada Revenue Agency and Human Resources and Skills Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether pay information is required.

Class of Individuals: All existing and recently terminated Canada Post Corporation employees.

Purpose: The purpose of this bank is to support the payment of salaries and financial benefits to employees.

Consistent Uses: The records are used to provide information necessary for all salary and

payroll functions for Canada Post Corporation - for example, to calculate pay, to issue cheques for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments; and provide other payroll data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with the Canada Post pension plan (re: pension administration), with Canada Revenue Agency (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies. Information is also disclosed to Human Resources Development and Skills Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813).

Retention and Disposal Standards: Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 13

TBS Registration: 002010

Bank Number: CPC PPE 815

Employee Reintegration Project

Description: This bank contains such records as field summary reports (providing permanent restrictions/limitations), fitness assessments, functional ability assessments, progressive work plans and optimized work plans, memoranda of agreements on accommodated employees, job task guidelines, check off sheets (outlining essential tasks within each section), initial employee summary sheets containing tombstone data and initial duties being performed, WSIB documents concerning permanent restrictions deemed by the Board, notices and summaries of employee optimization meetings and chronology notations.

Class of Individuals: All current or recently terminated Canada Post employees in the Toronto Region Letter Processing Plants who are permanently, partially disabled. Similar projects and records may exist in other large plants or depots, e.g., in Ottawa, Edmonton and Montreal.

Purpose: To support the placement of permanently, partially disabled employees in the South Central Letter Processing Plant and to ensure that employees are performing duties/tasks within their identified permanent restrictions/ limitations.

Consistent Uses: The records are used: for case management purposes to place PPD employees in useful work consistent with their work restrictions. The information is assessed by Health Services and the project coordinators, often shared with the employees concerned and their union representatives and used by current or prospective supervisors, to ensure proper work assignments. The records also facilitate the study and correction of workplace conditions that may contribute to illness and injury.

Retention and Disposal Standards: Under development.

RDA Number: Under development

Related PR#: CPC HR 14

TBS Registration: 005245

Bank Number: CPC PPE 880

Employment Equity

Description: This bank contains hardcopy and automated data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking information from this bank should provide their full name and work location.

Class of Individuals: Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples.

Purpose: The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act.

Consistent Uses: The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the Canadian labour

market availability. The statistical data is used to determine designated groups' representation by geographical recruitment area, salary, hiring promotion, termination and occupational group within Canada Post and, where underrepresented, to identify appropriate measures to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources and Skills Development Canada. Certain information exists in the Systems Applications and Products (SAP).

Retention and Disposal Standards: Paper records are retained for three years after their use to compile reports to Parliament.

Automated records are retained indefinitely for current employees. Records for terminated employees are retained for two years after the date of termination and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 15

TBS Registration: 001353

Bank Number: CPC PPE 810

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may be stored in the Employee Personal File and Legal Affairs, CPC PPE 827).

Class of Individuals: Canada Post employees involved in actual or suspected losses of financial assets.

Purpose: The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.

Consistent Uses: The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.

Retention and Disposal Standards: Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss and then destroyed. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.

RDA Number: 91/020

Related PR#: CPC HR 16

TBS Registration: 001763
Bank Number: CPC PPE 818

Fleet Management

Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date.

Class of Individuals: Drivers of Canada Post vehicles.

Purpose: The purpose of this bank is to support the efficient and safe use of vehicles.

Consistent Uses: Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions).

Retention and Disposal Standards: Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use and then destroyed.

RDA Number: 91/020

Related PR#: CPC OPS 2

TBS Registration: 002011
Bank Number: CPC PPE 825

Parliamentary Relations

Description: This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Parliamentary Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier.

Class of Individuals: Employees, where they are the subject of the enquiry.

Purpose: The purpose of this bank is to support and respond to enquiries.

Consistent Uses: The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends.

Retention and Disposal Standards: General correspondence is retained for two calendar years after last administrative use and then destroyed. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use and then destroyed.

RDA Number: 97/020

Related PR#: CPC COM 3

TBS Registration: 004000

Bank Number: CPC PPE 833

Grievances and Arbitrations

Description: This bank contains such information as presentations by employees and bargaining unit representatives, grievance receipt notices and replies by management, testimony by witnesses and occasional legal opinions, investigation and analysis reports

prepared by outside agencies, (e.g. police, workers' compensation boards), job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Provincial and Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter.

Class of Individuals: Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement.

Purpose: The purpose of this bank is to support the resolution of grievances related to the interpretation and application of collective agreements.

Consistent Uses: The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Industrial Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record).

Retention and Disposal Standards: Records are retained for three years after resolution or withdrawal and then destroyed, unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal and then destroyed. Publicly available summaries are retained (in LRJIS).

RDA Number: 91/020

Related PR#: CPC HR 17

TBS Registration: 001356

Bank Number: CPC PPE 813

Human Resource Information System (HRIS) — CLOSED (2002)

Description: This computerized bank contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birth date, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, organizational information, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number.

Class of Individuals: There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985.

Purpose: To support the compensation and benefits of all CPC employees.

Consistent Uses: The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes.

Retention and Disposal Standards: Disposal of data related to the various programs

supported by HRIS are governed by the retention schedules applicable to their pertinent banks.

RDA Number: 91/020

Related PR#: CPC HR 18

TBS Registration: 001348

Bank Number: CPC PPE 804

Human Rights

Description: This bank contains confidential documents with respect to the submission of human rights complaints, as well as investigation and analysis reports and records of decisions taken during the investigation and resolution of said complaints. Background information varies with the complaint, but could include grievances, medical reports and other correspondence related to the subject of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. Certain information exists in automated form as a confidential module of the Systems Applications and Products (SAP).

Class of Individuals: Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants.

Purpose: The purpose of this bank is to support the investigation and resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act.

Consistent Uses: The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File; Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint.

Retention and Disposal Standards: Records are retained for five calendar years after year of case closed and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 19

TBS Registration: 001352

Bank Number: CPC PPE 809

Investigative Body Requests – Employees

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address.

Class of Individuals: Employees who are the subject of, or party to, lawful investigations.

Purpose: The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized.

Consistent Uses: The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits.

Retention and Disposal Standards: Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 20

TBS Registration: 001342

Bank Number: CPC PPE 829

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks.

Class of Individuals: Current or terminated employees involved in legal matters.

Purpose: The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation.

Consistent Uses: The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests.

Retention and Disposal Standards: Records are retained for ten years after the year of termination of contract or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement and then destroyed. Memoranda (citing authority), opinions and advice are retained 100 years after case closed and then destroyed.

RDA Number: 97/020

Related PR#: CPC SEC 3

TBS Registration: 002078

Bank Number: CPC PPE 827

Service Recognition Program

Description: The Service Recognition database contains such records as: name, home address and telephone number, service entry, award distribution and, employee identification numbers.

Class of Individuals: The Service Recognition program recognizes employees at five year intervals.

Purpose: The Service Recognition Program is the means by which Canada Post acknowledges its employees' service achievements.

Consistent Uses: To track service recognition within Canada Post.

Retention and Disposal Standards: Records are retained for the duration of employment plus two years and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 21

TBS Registration: 002989

Bank Number: CPC PPE 830

National Time & Attendance System (NTA) — CLOSED (2002)

Description: This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the payroll component of the Employee Personal File.

Class of Individuals: All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site.

Purpose: The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility.

Consistent Uses: The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought.

Retention and Disposal Standards: Records are retained for a minimum two-year period.

RDA Number: To be determined

Related PR#: CPC HR 22

TBS Registration: 003547

Bank Number: CPC PPE 831

Northern Services

Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Much of this data exist in automated form in the personnel administration module of CPC's Systems Applications and Products (SAP); and shared with Accounts Payable (CPC PPE 820) and Payroll Operations (see the pay component of the Employee Personal File).

Class of Individuals: Approximately 300 Northern Services employees and their dependants.

Purpose: To support the compensation of Northern Services employees.

Consistent Uses: To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries.

Retention and Disposal Standards: Records are retained for a minimum two-year period following termination and then destroyed.

RDA Number: 98/005

Related PR#: CPC OPS 3

TBS Registration: 003548

Bank Number: CPC PPE 832

Official Languages Complaints

Description: This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

Class of Individuals: Individuals or groups who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Relationship Network).

Purpose: The purpose of this bank is to support the investigation and resolution of

complaints submitted by individuals or groups under the Official Languages Act and to retain an audit trail of actions taken.

Consistent Uses: The records are used to report internally to the executive and to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action.

Retention and Disposal Standards:

Complaint files are retained for five calendar years after complaint resolved or withdrawn and will then be destroyed.

RDA Number: 98/005

Related PR#: CPC HR 23

TBS Registration: 003932

Bank Number: CPC PPE 853

Parking

Description: This bank contains permit applications for parking, including special parking privileges, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions may also exist in automated form. Individuals seeking access to this bank should specify employment location and dates.

Class of Individuals: Canada Post employees who have applied for or received CPC parking permits.

Purpose: The purpose of this bank is to support the control of parking at certain Canada Post facilities.

Consistent Uses: The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators.

Retention and Disposal Standards: The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed.

RDA Number: 97/020

Related PR#: CPC ADM 2

TBS Registration: 001359

Bank Number: CPC PPE 817

Pension Administration Database

Description: The Canada Post Corporation Registered Pension Plan (CPCRPP) Database contains demographic and employment

information for employees and retirees covered under the CPCRPP. It contains such information as pension eligibility date, years of pensionable service, employee identification number, birthdate, sex, marital status, marital status effective date, home address, home phone number, bargaining unit designator, employee type, base salary, pensionable allowances, appointment history, termination date and reason, amount of contributions deducted, annual pensionable earnings base, length of work week, employee status, payroll, payment deduction information including garnishee information if applicable, banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for statutory purposes in the issuance of the appropriate taxation forms.

Class of Individuals: There are records and data for all existing CPC employees that are members and retirees of the CPCRPP. Individuals seeking access to their records in this bank are encouraged to phone the toll free number: 1-877-480-9220.

Purpose: To calculate, authorize, and pay pension benefits for all CPCRPP members and their survivors.

Consistent Uses: The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, Pension Benefits Division as required by marriage breakdown, commuted pension benefits, Pension Adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting, Past Service Pension Adjustments (PSPA), and the calculation of personalized pension statement or deficient employee contributions. The information may also be used for statistical reports and information sheets to aid in the administration of the plan.

Retention and Disposal Standards: The retention schedule is currently under development.

RDA Number: Under development

Related PR#: CPC HR 24

TBS Registration: 005246

Bank Number: CPC PPE 885

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on

members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.

Class of Individuals: Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail.

Purpose: The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post.

Consistent Uses: The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution.

Retention and Disposal Standards: Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.

RDA Number: 91/020

Related PR#: CPC CS 7

TBS Registration: 001365

Bank Number: CPC PPE 824

Postmark Awards

Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information

supporting the nomination. Taxable benefits are reported to Finance for the completion of T-4 statements.

Class of Individuals: Employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, leadership and team of the year. As well as retired employees who have been nominated in the Heritage Club Involvement category.

Purpose: To recognize and honour the exceptional achievements of CPC employees.

Consistent Uses: Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the Employee Personal File.

Retention and Disposal Standards: Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated database, are retained for five years after the year of last administrative use and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 25

TBS Registration: 003160

Bank Number: CPC PPE 850

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to Canada Post Privacy Coordinators and the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) or complaint(s) concerned. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

Class of Individuals: Canada Post employees who have submitted formal access, correction and notation requests, or internal requests for advice to a Canada Post privacy Coordinator or

internal or formal complaints; or who are the subject of exceptional third party requests.

Purpose: The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken.

Consistent Uses: The records in it are used to process access, correction and notation requests; to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding requests, exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.

Retention and Disposal Standards: Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 26

TBS Registration: 001366

Bank Number: CPC PPE 828

Reliability Checks

Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited status information exists in automated form as a data element of the Personnel Administration module module of Systems Applications and Products (SAP). Individuals seeking access to this bank should specify employment location and dates.

Class of Individuals: Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.

Purpose: The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.

Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

Retention and Disposal Standards: Records are retained for two years after the year the

check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

RDA Number: 91/020

Related PR#: CPC CS 8

TBS Registration: 001363

Bank Number: CPC PPE 822

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) Automated system also includes records pertaining to real estate matters. Individuals seeking access to this bank should specify the locations involved and the approximate dates.

Class of Individuals: Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions.

Purpose: The purpose of this bank is to support the relocation of employees.

Consistent Uses: The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation.

Retention and Disposal Standards: Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy and then destroyed. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data.

RDA Number: 91/020

Related PR#: CPC HR 27

TBS Registration: 001358

Bank Number: CPC PPE 816

Risk Management Claims

Description: This bank contains records regarding claims for damages involving, general liability and motor vehicle liability, legal opinions, settlement transactions and other

correspondence relating to incidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment income or medical expense). The records also concern losses to Canada Post property due to fire, storm impact and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the cause and type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Relationship Network, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date.

Class of Individuals: Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE 818).

Purpose: The purpose of this bank is to support the resolution of Corporation and third party claims.

Consistent Uses: Records are used to determine liability for motor vehicle, and other accidents involving third parties, as well as damage to CPC property; to approve damage settlements, such as payments by and to the Corporation (claims requiring investigation, particularly those involving injury, are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent and mitigate recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.

Retention and Disposal Standards: Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, and then destroyed unless a minor was involved, in which case the records are retained for six fiscal years after the

minor's age of majority (varies from province to province).

RDA Number: 91/020

Related PR#: CPC CS 8

TBS Registration: 001360

Bank Number: CPC PPE 819

Scholarship Program

Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected on scholarship applicants includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Canada Revenue Agency. These are reported to Finance for the completion of T-4 statements.

Class of Individuals: Children of regular full and part-time employees who have submitted applications.

Purpose: To support the administration of a scholarship program for the children of Canada Post employees.

Consistent Uses: Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes.

Retention and Disposal Standards:

Unsuccessful applications are retained for three years after the year of the scholarship award decision and then destroyed. Successful scholarship records are retained for six years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data.

RDA Number: 91/020

Related PR#: CPC HR 28

TBS Registration: 003157

Bank Number: CPC PPE 835

Security Clearances

Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited status information may exist in automated form as data elements of the Personnel Administration module module of Systems Applications and Products (SAP). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates.

Class of Individuals: Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.

Purpose: The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions.

Consistent Uses: The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.

Retention and Disposal Standards: Paper records are retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

RDA Number: 91/020

Related PR#: CPC CS 9

TBS Registration: 001362

Bank Number: CPC PPE 821

Executive Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation.

Note: Payment records are also stored in Accounts Payable, CPC PPE 820.

Class of Individuals: A small percentage of non-unionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant.

Purpose: The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized employees.

Consistent Uses: The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802.

Retention and Disposal Standards: Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed.

RDA Number: 91/020

Related PR#: CPC HR 29

TBS Registration: 001355

Bank Number: CPC PPE 812

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, job descriptions, selection profiles, competition posters, transfer requests, resumes of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notes of post-board interviews and related correspondence. A limited number of records may also be retained by the Internal Audit department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.

Class of Individuals: Employees who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.

Purpose: The purpose of this bank is to support internal staffing and external recruitment activities.

Consistent Uses: Job applications are screened when vacancies arise. Staffing records are used to provide impartial

information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal file; certain information exists in automated form, in the Recruitment module of Systems Applications and Products (SAP). Other SAP modules used in support of Recruitment include; Organization Management (position information); Personnel Administration (eligibility, seniority, and transfer data); and Personnel Development (ompetencies). To assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken.

Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded.

RDA Number: 91/020

Related PR#: CPC HR 30

TBS Registration: 001345

Bank Number: CPC PPE 801

Supervisory Records

Description: This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; all three components of the Employee Personal File, CPC PPE 802, 808 and 815; CPC PPE 804; Grievances & Arbitrations, CPC PPE 813; Workers' Compensation Board Claims, CPC

PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s).

Class of Individuals: Current or recently terminated CPC employees on whom supervisors retain files.

Purpose: To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees.

Consistent Uses: To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. SAP facilitates such supervisory duties as time management, performing human resources planning and development and expense claims.

Retention and Disposal Standards: Minimum two years for records used in decision making.

RDA Number: 98/005

Related PR#: CPC HR 31

TBS Registration: 003739

Bank Number: CPC PPE 803

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations (for both participants and trainers), official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the training and event management module of Systems Applications and Products (SAP). (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number

where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken.

Class of Individuals: Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control.

Purpose: The purpose of this bank is to support the training of employees.

Consistent Uses: The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in the Systems Applications and Products (SAP)).

Retention and Disposal Standards: Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only.

RDA Number: 91/020

Related PR#: CPC HR 32

TBS Registration: 001349

Bank Number: CPC PPE 805

Vocational Rehabilitation

Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports,

case closure reports, and related correspondence. In regions where there is a separate Vocational Rehabilitation (VR) file, it is considered an extension of the Employee Health Record. In regions where there is not a separate VR file, some of the following file contents may be found in the Employee Health Record. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845).

Class of Individuals: Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness.

Purpose: To support the reintegration of permanently partially disabled employees.

Consistent Uses: The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical consultants, occupational health nurses, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits.

Retention and Disposal Standards: Records are retained 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are sent to National Archives of Canada but where volume and space permit, some regions keep them on site before destruction.

RDA Number: 91/020

Related PR#: CPC HR 33

TBS Registration: 003292

Bank Number: CPC PPE 851

Workers' Compensation Board

Description: This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS) and in the

Environment, Health and Safety module of SAP. Automated data includes background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number where required by the Workers' Compensation Board in question. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. There is also a corporate WCB database that reflects all the costs charged to CPC by HRDC on individual claims.

Class of Individuals: Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims.

Purpose: To support Workers' Compensation Board programs.

Consistent Uses: The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS and the corporate WCB database support the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Human Resources and Skills Development Canada,

medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees.

Retention and Disposal Standards: Paper records are retained for 100 years after the fiscal year of the last injury and then destroyed. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work.

RDA Number: 91/020

Related PR#: CPC HR 34

TBS Registration: 003159

Bank Number: CPC PPE 845

Workforce Management and Planning

Description: This bank contains such records as expressions of interest for separation or retirement incentives, employee name, length of service, weekly salary, estimated and actual payments, acceptance or refusal and related financial data. Limited master data is drawn from the Systems Applications and Products (SAP). Related records may also be found in the Employee Personal file.

Class of Individuals: Current or former employees of Canada Post Corporation who have expressed interest in a separation or retirement incentive or who have left CPC after receiving such an incentive. In addition, this bank applies to current employees who are considered subject matter experts in their fields whose knowledge or skills are critical to achieving business objectives.

Purpose: Initially the purpose of this bank was to support CPC's restructuring objectives which are no longer available. The current listing and ranking of subject matter experts is intended to assess the impact of their eventual departure and to assist in the development of knowledge transfer plans to minimize the risk.

Consistent Uses: The incentive records were used to assess applicant eligibility, estimate individual incentive amounts and process payments. The listing of subject matter experts is currently used for human resources planning purposes.

Retention and Disposal Standards: A retention/disposal schedule is being developed. The listing of subject matter experts is updated on a yearly basis.

RDA Number: Under development

Related PR#: CPC HR 35

TBS Registration: 003738

Bank Number: CPC PPE 834

Canada Revenue Agency

Chapter 18

Particular Personal Information Banks

Activity Management and Costing Data Bank

Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization, and project/case, plus non-compliance and unreported time/production reports.

Class of Individuals: Individuals identified in this bank are all employees of Canada Revenue Agency, as well as staff members who have been engaged under personal service contracts.

Purpose: The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority.

Consistent Uses: Agency Managers use data and information from this bank to analyze employee activity and determine associated costs. By way of example, the bank can provide decision support for work assignment and work distribution within a given organization. Data from this bank can also be used as an input to decisions on how best to allocate subsequent years' resources for a given organization.

Retention and Disposal Standards: Input records in this bank are maintained for two years and then destroyed.

RDA Number: 98/005

Related PR#: CRA FAB 006

TBS Registration: 003544

Bank Number: CRA PPE 811

Internal Investigations

Description: This bank contains administrative investigation reports and correspondence between officials of the Canada Revenue Agency with respect to whether an allegation

against an employee is founded or not founded.

Class of Individuals: Current or former employees of the Canada Revenue Agency as well as other employees or members of the general public interviewed in the course of such investigations.

Purpose: The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Revenue Agency policies, codes, guidelines, legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with employees or members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Revenue Agency Policy on Terms and Conditions of Employment.

Consistent Uses: Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice.

Retention and Disposal Standards: Files are maintained indefinitely.

RDA Number: To be determined

Related PR: CRA PRN 903

TBS Registration: 000004

Bank Number: CRA PPE 813

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

Class of Individuals: Employees of Canada Revenue Agency.

Purpose: This bank is used to provide a history of employees' training on word processing software.

Consistent Uses: None

Retention and Disposal Standards: Records

in the bank are retained for five years and then destroyed.

RDA Number: 98/005

Related PR#: CRA PRN 927

TBS Registration: 002027

Bank Number: CRA PPE 805

Canada Revenue Agency Leave and Overtime Reporting System

Description: Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CRA Agency with the exception of terms under three months.

Class of Individuals: Employees of the Agency.

Purpose: The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

Consistent Uses: The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements.

Retention and Disposal Standards: Current year plus two and then destroyed.

RDA Number: 98/005

Related PR#: CRA PRN 918

TBS Registration: 003543

Bank Number: CRA PPE 804

Employee Profiles

Description: Information in the bank contains personal information on CRA employees, including name, address, phone number, record identifier, salary experience & skills, education, performance appraisals, performance pay or performance leave, competency assessment results, training and learning records, career development data.

Class of Individuals: Employees of CRA.

Purpose: To maintain up to date information

on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance.

Consistent Uses: External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa.

Retention and Disposal Standards: Until an employee retires or for a minimum of two years following the date an employee leaves the CRA and then sent to Archives.

RDA Number: 98/005

Related PR#: CRA PRN 920

TBS Registration: 005105

Bank Number: CRA PPE 830

Employment Equity Program

Description: This bank contains information from the self-identification questionnaire called the Workforce Profile that gives the Canada Revenue Agency (CRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information.

Class of Individuals: Employees of the CRA.

Purpose: The CRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour market availability. This allows the CRA to assess their progress on employment equity.

The aggregated information will also appear in the CRA's report to Parliament on employment equity. To get a complete picture of the CRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems.

Consistent Uses: The data is primarily collected for statistical purposes. The information is used for the CRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups.

Retention and Disposal Standards: Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives.

RDA Number: 98/005

Related PR#: CRA PRN 926

TBS Registration: 005107

Bank Number: CRA PPE 820

Managerial and Confidential Exclusions

Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level.

Class of Individuals: Employees of the CRA occupying or have occupied a managerial or confidential excluded position.

Purpose: The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency.

Consistent Uses: The data is collected to process exclusion proposal of a position or update the information (group/level, title, incumbent, etc.) on an already excluded position. Some information contained in this bank is provided to the Public Services Staff Relations Board (PSSRB) and the applicable bargaining agent. Some information contained in this bank is provided to local/regional human resources offices including compensation sections for actions to be taken.

Retention and Disposal Standards:

Information is retained until the position is de-excluded.

RDA Number: 98/005

Related PR#: CRA PRN 926

TBS Registration: 000003

Bank Number: CRA PPE 812

Mediation Files Bank

Description: This bank contains information on mediations conducted between employees of the CRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement.

Class of Individuals: Employees of the CRA who participated in a Mediation Session.

Purpose: The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents.

Consistent Uses: The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

Retention and Disposal Standards: Records of mediation are retained for two years after the mediation completion date, and then destroyed.

RDA Number: 98/005

Related PR#: CRA PRN 926

TBS Registration: 005106

Bank Number: CRA PPE 825

Recognition Program

Description: The bank includes information about CRA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award.

Note: This bank was formerly entitled Innovation and Excellence.

Class of Individuals: Agency employees who have been nominated for a local regional or branch award, a CRA Award of Excellence, a Long Service Award, a Suggestion Award or an External Award.

Purpose: The data is primarily collected to assist in the administration of the Recognition Program and for statistical purposes as well.

Consistent Uses: Some records are kept at local offices while others are maintained on file nationally.

Retention and Disposal Standards: Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed.

RDA Number: 98/005

Related PR#: CRA PRN 921

TBS Registration: 003212

Bank Number: CRA PPE 810

CRA Supervisory In-Basket Exercise Results System

Description: Information in the bank includes CRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership in designated employment equity groups and group and level of the candidates are also included on a voluntary basis.

Class of Individuals: Records in this bank apply to only those individuals who have written the CRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority.

Purpose: This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes.

Retention and Disposal Standards: Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes.

RDA Number: 98/005

Related PR#: CRA PRN 921

TBS Registration: 003211

Bank Number: CRA PPE 807

Public Key Infrastructure (PKI) Internal Identification

Description: As per the CRA Certificate Authority Internal Certificate Policy (CRA CA CP - Internal), the identify of individuals employed by the CRA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory.

Class of Individuals: Employees, contractors, organisational roles, and applications within CRA.

Purpose: PKI certificates will be used to enable telecommuting capabilities and secure email for all CRA employees.

Consistent Uses: The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

Retention and Disposal Standards: All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per guidelines.

RDA Number: 98/001

Related PR#: CRA ACB 345

TBS Registration: 004487

Bank Number: CRA PPE 818

Canada School of Public Service

Chapter 19

Central Personal Information Banks

Course Registration and Information

Description: This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent CSPS

course number.

Class of Individuals: Persons who have taken or are enrolled in a course offered by CSPS.

Purpose: This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a course offered by CSPS.

Consistent Uses: This bank is used to provide information required to administer training

courses delivered by CSPS.

Retention and Disposal Standards: Records are retained for five (5) years after completion of training and development activity, and then destroyed.

RDA Number: Under development

Related PR#: Under development

TBS Registration: 001478

Bank Number: CSPS PCE 732

Departmental Contact Identification System

Description: This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities.

Class of Individuals: Financial contacts and departmental training coordinators.

Purpose: This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes.

Consistent Uses: This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators.

Retention and Disposal Standards: The files are retained as long as the information is still valid.

TBS Registration: 003327

Bank Number: CSPS PCE 735

Language Review Committee

Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to October 15, 1984, assessment officer's report, language training history, orientation process results, related letters or memos and the Review Committee decision.

Class of Individuals: Public servants whose cases have been submitted to the Language Review Committee.

Purpose: This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee.

Consistent Uses: The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to

October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case.

Retention and Disposal Standards: Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed.

RDA Number: Under development

Related PR#: Under Development

TBS Registration: 001459

Bank Number: CSPS PCE 758

Language Training Orientation

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the projected duration of training.

Class of Individuals: Language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training.

Purpose: This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview.

Consistent Uses: The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply the Language Training Centre with administrative data.

Retention and Disposal Standards: Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept for twenty (20) years and then deleted.

RDA Number: Under development.

Related PR#: Under development

TBS Registration: 001482

Bank Number: CSPS PCE 760

Language Training Services

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results.

Class of Individuals: Persons who underwent language training.

Purpose: This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes.

Consistent Uses: The bank is used for the

eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants.

Retention and Disposal Standards: Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted.

RDA Number: Under development

Related PR#: Under development

TBS Registration: 001484

Bank Number: CSPS CPE 761

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Chapter 20

Standard Personal Information Banks

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Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

Canada-Newfoundland Offshore Petroleum Board

Chapter 21

Particular Personal Information Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section.

Class of Individuals: Employees of the Board.

Purpose: To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board.

Consistent Uses: Information may be used for purposes of employment references or group insurance.

Retention and Disposal Standards:

Following termination, records of former

employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action.

RDA Number: The Board has initiated discussions with National Archives to establish new records retention and disposal standards for these records.

Related PR#: CNP ADM 010

TBS Registration: 002309

Bank Number: CNP PPE 801

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Pay and Benefits

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Canada-Nova Scotia Offshore Petroleum Board

Chapter 22

Particular Personal Information Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and

development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration and Industrial Benefits.

Class of Individuals: Employees and former employees of the Board.

Purpose: To provide a record of information on

employees and former employees relating to their employment with the Board.

Consistent Uses: Information may be used for purposes of employment references or group insurance.

Retention and Disposal Standards: The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in

an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action.

RDA Number: 98/005

Program Record Number: NSO NSO 075

TBS Registration: 003314

Bank Number: NSO PPE 805

Canadian Air Transport Security Authority

Chapter 23

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Canadian Artists and Producers Professional Relations Tribunal

Chapter 24

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Note: Information regarding Employee Personnel Record, Employment Equity Program, Official Languages, Staffing, and Pay and Benefits is also held by the Department of Canadian Heritage.

Canadian Centre for Occupational Health and Safety

Chapter 25

Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 85/001

Related PR#: OHS HR 001

TBS Registration: 000992

Bank Number: OHS PPE 801

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Canadian Commercial Corporation

Chapter 26

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Canadian Cultural Property Export Review Board

Chapter 27

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Training and Development

Canadian Dairy Commission

Chapter 28

Particular Personal Information Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human Resources Office. The bank is used to provide information for manpower planning and general personnel management.

Class of Individuals: Employees and former employees of the Commission.

Purpose: To provide a record of information on employees and former employees relating to their employment with the Commission.

Consistent Uses: Information may be used for purposes of employment references or group insurance.

Retention and Disposal Standards: Records of former employees are transferred to the National Archives of Canada two years following termination of employment.

RDA Number: 69/046

Related PR#: CDC PRN 919, CDC PRN 921, CDC PRN 918, CDC PRN 925, CDC PRN 927

TBS Registration: 004048

Bank Number: CDC PPE 801

Travel and Employees Expenditure Accounts

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. It also contains expense reports, receipts, cheque requisitions, advances and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

Class of Individuals: Employees of the Commission claiming travel expenses; course fees, membership fees; and other payments.

Purpose: The purpose of this bank is to maintain information regarding travel of government employees. It is also used for the payment of invoices and claims to employees of the Commission claiming travel expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration of pay and benefits.

Consistent Uses: To administer the travel function with respect to their approvals as well as posting authorizations, advances and claims. Records are also used for the issuance of statement of taxable benefits for income tax purposes.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

RDA Number: 69/046

Related PR#: CDC PRN 903

TBS Registration: 004321

Bank Number: CDC PPE 810

Staffing

Description: The bank may contain staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; list of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

Class of Individuals: Employees of the Commission.

Purpose: The bank provides a record of the information used in staffing positions within the Commission. It is also a source of data for employment equity programs and services.

Consistent Uses: To select candidates, staff

positions and process complaints for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected.

Retention and Disposal Standards: Records are retained for two years after the staffing takes place, or two years after any other administrative action, at which time the records are destroyed.

RDA Number: 69/046

Related PR#: CDC PRN 920

TBS Registration: 004322

Bank Number: CDC PPE 815

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Chapter 29

Standard Personal Information Banks

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Chapter 30

Particular Personal Information Banks

Acquisition Card Applications

Description: Information collected for the purpose of Acquisition Card Issuance. Topics include full name, date of birth, mother's maiden name, sex, employee status and job title.

Class of Individuals: The Acquisition Card Coordinator and Acquisition Card suppliers will require this information.

Purpose: Both the Acquisition Card Coordinator and the Acquisition Card suppliers require this information for security and identification purposes, in order to issue Government of Canada Acquisition Cards.

Consistent Uses: This information will be maintained by the Acquisition Card Coordinator in order to provide accurate and secure service to cardholders on a daily basis.

Retention and Disposal Standards: These files will be retained for 6 years and then destroyed.

RDA Number: 99/004

Related PR#: CFIA 860

TBS Registration: 004441

Bank Number: CFIA PPE 830

Departmental and Interdepartmental Assignments

Description: This bank contains information on employees on assignment and/or seeking assignments within and outside the Agency such as names, curriculum vitae, assignment agreements, approval of agreements.

Class of Individuals: Employees on assignments with Canadian Food Inspection Agency.

Purpose: To monitor and to ensure that all facts on the agreement are respected.

Consistent Uses: The information is used for information purposes, for statistical purposes and for human resources planning.

Retention and Disposal Standards: This information is kept for three years after completion of secondment agreement. PeopleSoft maintains information on those employees on assignment.

RDA Number: 98/005

Related PR#: CFIA 927

TBS Registration: 002699

Bank Number: CFIA PPE 821

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of

security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Agency employees.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 000913

Bank Number: CFIA PPE 808

Employment Equity Database

Description: Database will contain information of what one or more designated group the

employee has self-identified as belonging to (visible minority, persons with disabilities, women and Aboriginal People). It will break down the sub-group (if indicated by the employee) as to what sub-group the employee has self-identified in for the visible minority and persons with disabilities. It will also contain whether or not the employee would like to disclose the information for HR Management purposes (to be considered for various initiatives, participate in selection boards, etc.).

Class of Individuals: All employees of the Canadian Food Inspection Agency.

Purpose: To capture and retain EE data on employees of the Agency in order to produce statistical reports meeting legal obligations outlined in the EE Act and to be used for HR planning and management goal setting and program development. The data collected will be queried on for various different statistical reporting purposes, i.e. occupational group and level and how representative the Agency is with respect to the Canadian workforce.

Consistent Uses: The information is to be used for the purpose of the bank.

Retention and Disposal Standards: The records are retained indefinitely on the software program.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 004421

Bank Number: CFIA PPE 803

Employment Equity Program

Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis.

Class of Individuals: Departmental employees

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI)

is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank.

Consistent Uses: The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity.

Retention and Disposal Standards: Struck Off Strength (SOS) performed on quarterly basis.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 003648

Bank Number: CFIA PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present.

Class of Individuals: Members of the Executive Group in Canadian Food Inspection Agency.

Purpose: To help in the staffing of Executive Group.

Consistent Uses: To update and maintain staffing information on members of the Executive Group.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases

where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 002698

Bank Number: CFIA PPE 819

Expenditure Accounts — Departmental Employees

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

Class of Individuals: Employees of the Agency claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

Purpose: This bank is used for the payment of invoices and claims to employees of the Agency claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: Records are also used for the issuance of statements of taxable benefits for income tax purposes.

Retention and Disposal Standards: Records are retained for six years and then destroyed.

RDA Number: 99/004

Related PR#: CFIA 914

TBS Registration: 002285

Bank Number: CFIA PPE 817

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department.

Class of Individuals: Information is held on employees of the Canadian Food Inspection Agency against whom garnishment proceedings have been taken.

Purpose: To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment

and Pension Diversion Act.

Consistent Uses: This bank is also used to approve deductions from salary.

Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agency and is destroyed after the two-year period.

RDA Number: 98/005

Related PR#: CFIA 925

TBS Registration: 002048

Bank Number: CFIA PPE 807

Human Resource Management System (HRMS)

Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify.

Class of Individuals: All employees and executives of Canadian Food Inspection Agency.

Purpose: The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and

making other labour supply and demand forecasts, human rights, employment equity).

Retention and Disposal Standards: Data is retained for 5 years and then transferred to National Archives of Canada.

RDA Number: 98/005

Related PR#: CFIA 920, 923, 925, 927

TBS Registration: 002284

Bank Number: CFIA PPE 814

Internal Investigations

Description: This bank contains investigative reports and correspondence between Agency officials with respect to the confirmation or refutation of allegations against employees.

Class of Individuals: Present or former employees of the Canadian Food Inspection Agency.

Purpose: To record all information concerning alleged or suspected misconduct arising from involvement in violations of Canadian Food Inspection Agency Acts and Regulations or other laws which could adversely affect the Agency.

Consistent Uses: To determine an appropriate course of action, including disciplinary measures or prosecution.

Retention and Disposal Standards: Records are destroyed five years after the case is closed.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 002094

Bank Number: CFIA PPE 811

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

Class of Individuals: All employees of Canadian Food Inspection Agency occupying positions from EX minus 2 to top of Executive Group.

Purpose: The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. This particular information is kept in relation to a staffing process only (EGS).

Consistent Uses: Same as for 'Purpose'.

Retention and Disposal Standards: Minimum retention of 5 years as per authority and then destroyed.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 002946

Bank Number: CFIA PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information for the administration and control of parking privileges.

Consistent Uses: The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis.

Retention and Disposal Standards: Records are retained for two years after the permit expires and then destroyed.

RDA Number: 98/001

Related PR#: CFIA 913

TBS Registration: 002283

Bank Number: CFIA PPE 816

Priority Placement System

Description: The data base consists of 1) Basic data which comprise of the first and last name of the priority employees, group and level, PRI, priority type, area, current location, title, first official language, advisor name and phone number. 2) Marketing Data which contains the start and end date of priority, their mobility, their second language profile and their skill profile. 3) Referral information including date referred, group and level of position referred to, position number, location, manager and outcome.

Class of Individuals: Priority employees.

Purpose: To market our employees who have been put on priority for other suitable employment.

Consistent Uses: There will be no other use of this information.

Retention and Disposal Standards: Records are kept for a period of two years after the last administrative use and then destroyed.

RDA Number: 98/005

Related PR#: CFIA 920

TBS Registration: 003320

Bank Number: CFIA PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records.

Class of Individuals: Prospective and existing Canadian Food Inspection Agency employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets.

Purpose: To help ensure that prospective and existing Canadian Food Inspection Agency employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

Retention and Disposal Standards: Records are retained for two years after termination of employment.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 002099

Bank Number: CFIA PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within the Agency and outside departments. Records may contain personal résumés. Performance appraisals may also be included.

Class of Individuals: Employees of Canadian Food Inspection Agency and outside departments.

Purpose: To provide a record of information used in staffing positions in a government institution.

Consistent Uses: To select possible candidates to staff positions on a transfer basis within Canadian Food Inspection Agency.

Retention and Disposal Standards: Records are kept for a period of 2 years and then destroyed.

RDA Number: 98/005

Related PR#: CFIA 860

TBS Registration: 002701

Bank Number: CFIA PPE 822

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank.

Class of Individuals: Individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Canadian Food Inspection Agency may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis.

Retention and Disposal Standards: Two years after an employee leaves Canadian Food Inspection Agency after which the records are destroyed.

RDA Number: 98/005

Related PR#: CFIA 852

TBS Registration: 002943

Bank Number: CFIA PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of

employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee.

Class of Individuals: Employees of the Agency.

Purpose: This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs.

Consistent Uses: This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

Retention and Disposal Standards: These records are retained for two years after the end of use, except for the information on financial transactions is kept for six years and then destroyed.

RDA Number: 98/001

Related PR#: CFIA 852

TBS Registration: 003319

Bank Number: CFIA PPE 827

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs.

Class of Individuals: Employees of the Agency.

Purpose: To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

RDA Number: 98/005

Related PR#: CFIA 927

TBS Registration: 000917

Bank Number: CFIA PPE 810

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Canadian Forces Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the Canadian Forces and referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Members of the Canadian Forces who have submitted grievances which have been referred to the Canadian Forces Grievance Board by the Chief

of Defence Staff.

Purpose: The information is used by the Canadian Forces Grievance Board in dealing with grievances referred to the Board pursuant to the National Defence Act.

Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the National Defence Act.

Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria.

RDA Number: TBD

Related PR#: CFGB LEG 1120

TBS Registration: 004448

Bank Number: CFGB PPE 801

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Employee Personnel Record – Satellite files

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social

Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages, discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make

decisions in the areas noted above.

Class of Individuals: Employees of the institution.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

RDA Number: 98/005

TBS Registration: 005121

Bank Number: CGC PPE 805

Training Database

Description: This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Employees of the institutions.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

RDA Number: 98/005

TBS Registration: 005122

Bank Number: CGC PPE 810

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Please see the INTRODUCTION to this publication for the definition of Standards Banks and a description of their contents.

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Career Management

Description: This bank contains personal information on employees, specifically career profiles and curriculum vitae, as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems.

Class of Individuals: Employees of the Department.

Purpose: The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace.

Consistent Uses: The information gathered will be used to counsel employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile.

Retention and Disposal Standards: Records are destroyed two years after the employee has left the Department.

RDA Number: 98/005

Related PR#: PCH PRN 921

TBS Registration: 002074

Bank Number: PCH PPE 801

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Particular Personal Information Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

Class of Individuals: This bank relates to individuals employed by the CMCC.

Purpose: To determine liability for such accidents and to approve damage settlements.
Consistent Uses : To be used only as outlined in the purpose of the bank.

Retention and Disposal Standards: records are kept for 6 years after the settlement of individual claims, after which the files are destroyed.

Related PR#: CMCC-2000

RDA Number: 98/005

TBS Registration: 000380

Bank Number: CMC PPE 801

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Advisory Committee Members

Description: The CNSC maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the CNSC.

Class of Individuals: Radiological and nuclear safety specialists.

Purpose: The purpose of this bank is to records information relating to the recruiting of members, and may include names and details concerning present employment and experience.

Retention and Disposal Standards: Records are retained for three years after termination of Advisory Committees and are then transferred to the National Archives of Canada.

RDA Number: 91/024

TBS Registration: 004116

Bank Number: AEB PPE 801

CNSC Inspectors: Certification Record

Description: CNSC staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is a separate bank.

Class of Individuals: Employees of the CNSC.

Purpose: The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes.

Retention and Disposal Standards: Records are retained for 5 years and then destroyed.

RDA Number: 91/024

TBS Registration: 004118

Bank Number: AEB PPE 803

Radiation Exposure Records: CNSC Staff

Description: This bank contains a record of doses received by CNSC employees.. Values are cumulated on a periodic basis.

Class of Individuals: Employees of the CNSC.

Purpose: The purpose of the bank is to maintain a record of doses received by CNSC staff while carrying out their duties.

Retention and Disposal Standards: Records are kept for 75 years and then destroyed.

RDA Number: 91/024

TBS Registration: 004117

Bank Number: AEB PPE 802

CNSC Leadership Assessments

Description: This bank contains information related to the assessment of management leadership competencies and the early identification of management potential at the CNSC. It contains Candidate Assessment Reports, scores and narrative descriptions related to various self-analysis and assessment centre analysis tools, biographical and position related information of the candidates, and other related information. Candidates are identified by number only.

Class of Individuals: CNSC management.

Purpose: This bank will contain information on individuals' leadership and management competencies. Such information will be used in development, training, succession planning, assignment, and selection decisions.

Retention and Disposal Standards: Records are retained for 7 years and then destroyed.

RDA Number: 91/024

TBS Registration: 004119

Bank Number: AEB PPE 804

Medical Records

Description: This bank contains the following types of information: medical, laboratory tests and reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

Class of Individuals: Federal public servants and former public servants.

Purpose: The purpose of this bank is to maintain occupational health records for federal public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment and periodic medicals, first aid treatment in the work place.

Consistent Uses: To establish that the worker is fit for the job.

Retention and Disposal Standards: Records are retained until the person reaches age 75, if no longer employed by the CNSC. If the employee is 70 years of age or over, the file will

be retained for five years after the last examination and then destroyed. Upon expiry of the retention period, the records will be destroyed by the CNSC.

RDA Number: 91/024

TBS Registration: 004120

Bank Number: AEB PPE 805

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Classification Redress

classification redress requests, acknowledgment letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest.

Class of Individuals: CSIS employees.

Purpose: The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request.

Consistent Uses: Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes.

Retention and Disposal Standards: Records are destroyed five years after the most recent administrative activity in relation to an individual case.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 003631

Bank Number: SIS PPE 830

Conduct and Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action are attached to the Employee Performance File.

Class of Individuals: Employees of CSIS, other than persons attached or seconded to the Service.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards:

Reviewed for disposal two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned.

RDA Number: 2003/007

Related PR#: SIS DDS 050

TBS Registration: 002144

Bank Number: SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties.

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee.

Consistent Uses: To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes.

Retention and Disposal Standards: Retained by CSIS for the duration of employment plus two years after which the records are reviewed for disposal.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 003299

Bank Number: SIS PPE 826

CSIS Personnel Services

Description: This bank contains personnel characteristics, including age and gender, personnel record identifier; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements,

publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals for medical reasons; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks.

Class of Individuals: CSIS employees and some job applicants (i.e. regarding official languages matters).

Purpose: To facilitate the CSIS administrative and operational human resources program.

Consistent Uses: Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health reviews, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System,

Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Career Management System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained five years after termination of employment then reviewed for disposal.

RDA Number: 95/005, 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 003784

Bank Number: SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to participation in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from health professionals.

Class of Individuals: Current and former employees, their partners and immediate family members.

Purpose: The purpose of this bank is to record information necessary to the administration of

the Employee Assistance Program.

Consistent Uses: To support administrative decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Retained a minimum of two years after the last administrative action then reviewed for disposal.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002147

Bank Number: SIS PPE 820

Employee Security (formerly Security Clearances)

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee.

Class of Individuals: Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts, or others who have received clearances due to CSIS sponsorship.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees, and others described above as "Individuals", in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures.

Consistent Uses: To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a

source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes.

Retention and Disposal Standards:

Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed.

RDA Number: 95/005, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002142

Bank Number: SIS PPE 815

Employees' Association

Description: This bank contains information on employees who have requested assistance from the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions.

Class of Individuals: All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre.

Purpose: The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action.

Consistent Uses: Only for administration within the Employees' Association.

Retention and Disposal Standards: As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 003970

Bank Number: SIS PPE 831

Employment Equity and Multiculturalism Programs

Description: The bank contains personal information on employees and employment equity initiatives which is collected by means of

questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group.

Class of Individuals: Employees of the Service.

Purpose: This bank provides documentation for the implementation of the employment equity policy in CSIS. Data is collected to provide a comprehensive picture of employees by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Employment Equity Act and the Privacy Act.

Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity.

Retention and Disposal Standards: Individual employment equity records are retained for a minimum of two years, then reviewed for disposal.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002133

Bank Number: SIS PPE 824

Grievances and Adjudications

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications.

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to record

information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records related to grievances and adjudications are retained for three years after a final resolution of the matter has occurred, then reviewed for disposal.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002143

Bank Number: SIS PPE 816

Harassment and Discrimination in the Workplace

Description: This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817).

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation.

Consistent Uses: To support decisions resulting from the investigation and analysis of complaint.

Retention and Disposal Standards: Records are reviewed for disposal two years after the most recent administrative activity in relation to an individual case.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 003298

Bank Number: SIS PPE 825

Health Services

Description: This bank contains psychological assessments, health reviews and medical records not considered to be occupational health-related. Please note that disclosure of psychological and medical tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests.

Class of Individuals: CSIS employees and CSIS applicants.

Purpose: To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their health; to make recommendations regarding staffing or posting where their health is a determining factor; entitlement to sick leave; eligibility for insurance coverage, and to assess a candidate's personality attributes and skills against those identified for particular functions.

Consistent Uses: Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Review Chairperson. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Candidates not selected by the Service will have their records destroyed five years after their candidacy has been terminated. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2003/007, 95/005, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 003300

Bank Number: SIS PPE 827

Honours/Incentive Awards

Description: This bank contains information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award and the Sir William Stephenson Award.

Class of Individuals: CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award.

Purpose: To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: CSIS Employee Recognition Awards records are retained for 12 years and then reviewed for transfer to National Archives. However, rejected suggestions and nominations are retained for two years. The files are transferred to the National Archives of Canada if employee suggestions lead to significant policy changes.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002152

Bank Number: SIS PPE 822

Occupational Health and Safety

Description: This bank contains work-related injury files and health reports which are retained by CSIS in Health Services. Information on Health and Safety Committees is available.. Records, including claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling work-related injuries. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814.

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Health and safety details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS health and safety program.

Consistent Uses: To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: An individual's medical records are retained by CSIS at least until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death occurred.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 02140

Bank Number: SIS PPE 813

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out

pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earnings and superannuation records are attached to the Employee Personnel Record).

Class of Individuals: Employees of CSIS

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment, or Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records reflecting rates of pay, statements of hours worked and other routine pay documents are reviewed for disposal two years after expiry of the fiscal year for general pay, deduction documentation and correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. All other personnel pay records are retained until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death has occurred.

RDA Number: 2003/007, 95/005, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002130

Bank Number: SIS PPE 823

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Employees of CSIS.

Purpose: The bank provides a record of the information used in staffing positions in CSIS.

Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records are retained for a minimum of two years after

the eligible list for a staffing action expires, or two years after any other administrative action, then reviewed for disposal.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002136

Bank Number: SIS PPE 809

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank.

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System and the Position Information Collection System. All linkages for the purpose of administering human

resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002138

Bank Number: SIS PPE 811

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Employees of CSIS.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002146

Bank Number: SIS PPE 819

Unlawful Conduct Investigations

Description: This bank contains allegations, investigational reports, interviews, reports to the Solicitor General of Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the CSIS Act.

Class of Individuals: Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act.

Purpose: To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required.

Consistent Uses: Information in this bank may be disclosed to the Attorney General of Canada, the

relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee or Inspector General for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: All files are transferred to the National Archives of Canada after 12 years, taking care to delete the individuals' names.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002761

Bank Number: SIS PPE 832

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system.

Class of Individuals: Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS.

Consistent Uses: To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Two years after the accident if there are no claims or litigation. In the event of a claim, records are disposed of six years after settlement. Should the matter result in litigation, records are disposed of ten years after the process is completed.

RDA Number: 2003/007, 2001/026

Related PR#: SIS DDS 050

TBS Registration: 002141

Bank Number: SIS PPE 814

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

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Chapter 45

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Chapter 46

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Chapter 47

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Canadian Wheat Board

Chapter 48

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Screening/Security Clearance)
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Citizenship and Immigration Canada

Chapter 49

Particular Personal Information Banks

Career assignment/secondment inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available.

Class of Individuals: Employees of Citizenship and Immigration Canada.

Purpose: The information in this bank will be used for referrals for assignments or secondments by user managers.

Consistent Uses: The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services.

Retention and Disposal Standards: The retention period is five years after the last administration action, and then destroyed.

RDA Number: 98/001

Related PR#: CIC PRN 921

TBS Registration: 002006

Bank Number: CIC PPE 802

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Commission for Public Complaints Against the RCMP

Chapter 50

Please note that all Human Resources records are held by Public Safety and Emergency Preparedness Canada (formerly Department of the Solicitor General).

Copyright Board Canada

Chapter 51

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Correctional Service of Canada

Chapter 52

Particular Personal Information Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

Class of Individuals: Employees of the Correctional Service of Canada.

Purpose: To identify individuals who have been nominated for or have received awards and/or decorations.

Consistent Uses: Law enforcement agencies, Provincial Authorities.

Retention and Disposal Standards: Records are retained for six years and then destroyed. Files affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations are destroyed 2 years after last administrative use.

RDA Number: 98/005

Related PR#: CSC COM 010

TBS Registration: 004033

Bank Number: CSC PPE 801

Tuberculosis Assessment Records

Description: This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse.

Class of Individuals: Past and present employees of the CSC.

Purpose: The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making.

Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health.

Retention and Disposal Standards: Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed.

RDA Number: 98/023

Related PR#: CSC COP 180

TBS Registration: 003906

Bank Number: CSC PPE 806

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Please see the INTRODUCTION to this

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Defence Construction Canada

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Department of Finance Canada

Chapter 54

Particular Personal Information Banks

Access Control and Identification Cards

Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera.

Class of Individuals: Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis.

Purpose: The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

Consistent Uses: For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards.

Retention and Disposal Standards: Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then

destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI.

RDA Number: 98/001

Related PR#: FIN PRN 903

TBS Registration: 005099

Bank Number: FIN PPE 816

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Department of Foreign Affairs

Chapter 55

Please note: The following information does not refer solely to the Department of Foreign Affairs, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of Foreign Affairs was not able to update their content for inclusion in the 2004-2005 version of Info Source.

Central Personal Information Banks

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

Class of Individuals: Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

Retention and Disposal Standards:

Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

RDA Number: 75/023-1

TBS Registration: 000350

Bank Number: EAC PCE 778

Particular Personal Information Banks

Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the

source of information and would not be the reason for assembling material in this bank.

Class of Individuals: Canadian government employees who have been assigned to a Canadian mission abroad.

Purpose: The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

Retention and Disposal Standards: These records are retained indefinitely.

RDA Number: 75/023

TBS Registration: 000352

Bank Number: EAC PPE 802

Non-Salary Reimbursement by Receiver General for Canada Cheques

Description: The bank contains the postal address or bank account information on each employee.

Class of Individuals: Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee.

Purpose: The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts.

Consistent Uses: To issue cheques to employees' postal addresses or banks.

Retention and Disposal Standards: Six years after the last administrative use, the records are destroyed.

RDA Number: 75/023

TBS Registration: 004047

Bank Number: FAI PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government

institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

RDA Number: 75/023

TBS Registration: 000370

Bank Number: EAC PPE 805

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The

bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

RDA Number: 75/023

TBS Registration: 000358

Bank Number: EAC PPE 803

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of

employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

RDA Number: 75/023

TBS Registration: 000364

Bank Number: EAC PPE 804

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

Class of Individuals: Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

Retention and Disposal Standards: Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

RDA Number: 75/023-1

TBS Registration: 000350

Bank Number: EAC PCE 701

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that

participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: The bank concerns employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed.

RDA Number: 75/023

TBS Registration: 002507

Bank Number: EAC PPE 806

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Department of Justice Canada

Chapter 56

Particular Personal Information Banks

360 Degrees Reference Checks

Description: This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled in by the superiors, peers and subordinates of the candidates.

Class of Individuals: Individuals who have applied for senior positions within the Department of Justice.

Purpose: The information is used to select candidates.

Consistent Uses: No consistent use.

Retention and Disposal Standards: Material is retained for two years after the last administrative action on file, then destroyed.

RDA Number: 98/005

Related PR#: JUS ADM 035

TBS Registration: 003996

Bank Number: JUS PPE 807

Business Resumption Plan

Description: This bank contains departmental employee addresses and phone numbers, sector emergency plans, and Business Impact Analysis studies. Other records indicate team plans, generic emergency plans and common procedures.

Class of Individuals: Departmental employees.

Purpose: The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department.

Consistent Uses: The information in this bank develop policies and institute procedures to be followed in case of emergency or disaster.

Retention and Disposal Standards: Records are updated yearly, at which time the names of employees who have left the Department are deleted.

RDA Number: 98/001

Related PR#: JUS ADM 035

TBS Registration: 003917

Bank Number: JUS PPE 806

Career Management

Description: This bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings.

Class of Individuals: Departmental lawyers who occupy positions at levels LA-2B and above.

Purpose: The information is gathered to facilitate human resource planning and career planning.

Consistent Uses: The information is used by senior departmental officials and by personnel staff concerned with human resource planning.

Retention and Disposal Standards: The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant.

RDA Number: 98/005

Related PR#: JUS ADM 035

TBS Registration: 003491

Bank Number: JUS PPE 801

Electronic Networks Audit Data Base

Description: This bank contains information pertaining to the access and use of the Department's electronic networks, including the Internet and the electronic mail network. The technical systems automatically record which Internet sites and which electronic mail addresses were contacted. This includes the capture of information that reflects which computer and user visited the Internet or sent e-mail messages. The log file contains the employee's Internet Protocol (IP) number rather than the individual's actual name. However, the IP number can be cross-referenced to the individual's name when required. In cases of suspected improper use of the networks, the investigative process may involve special monitoring and/or reading of the contents of individual's electronic mail messages and files without notice to the affected individual.

Class of Individuals: All authorized users (including managers, indeterminate and term employees, contractors and persons hired through temporary help agencies), except those working in Departmental Legal Services Units.

Purpose: The networks are routinely

monitored for operational reasons to determine whether the networks are operating efficiently and to isolate and resolve problems. In addition, the Administrative and Security Division requests file server logs on an ad-hoc basis to ensure that security measures are followed.

Consistent Uses: If, through normal analysis of the logs or a complaint, it is reasonably suspected that an individual is misusing the network, the matter is referred to the Administrative and Security Division to determine if further investigation and action is required. The Department of Justice has a policy on the use of electronic networks which outlines acceptable uses of the Internet and of the e-mail network by authorized users. Should an employee be in violation of any of the terms of the policy, the audit will serve as background information should further action be required.

Retention and Disposal Standards: Material is retained for two years after the last administrative action on file, then destroyed.

RDA Number: 98/001

Related PR#: JUS ADM 035

TBS Registration: 004242

Bank Number: JUS PPE 810

Garnishment Registry

Description: This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information.

Class of Individuals: Employees who are in default of a commercial or family support financial obligation.

Purpose: To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act.

Consistent Uses: This personal information may be shared with all government departments who employ individuals or contractors subject to Garnishment, Attachment and Pension Diversion Act, Part 1.

Retention and Disposal Standards: Records are retained for a period of 21 years, then destroyed.

RDA Number: 95/030

Related PR#: JUS CVL 010

TBS Registration: 003511

Bank Number: JUS PPE 804

Inventory of Language Capabilities

Description: This bank contains the name, section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English.

Class of Individuals: Employees of the Department of Justice who agreed to have their name included in the inventory.

Purpose: To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad).

Consistent Uses: The information in this bank is used to assign departmental employees to projects, activities or events where their skills will be needed and to provide them with career opportunities.

Retention and Disposal Standards: Records are updated yearly, at which time the names of employees who have left the Department are deleted.

RDA Number: 98/005

Related PR#: JUS ADM 035

TBS Registration: 003678

Bank Number: JUS PPE 805

Inventory of Professional and Linguistic Abilities

Description: This bank contains information on Department of Justice employees interested in participating in national and international projects or exchanges with partners in the public and private sectors (non-governmental organizations, other departments, universities, etc.). The information includes the name, section, classification, work telephone and fax numbers, linguistic profile, field of expertise, international experiences and memberships to the Bar.

Class of Individuals: Employees of the Department of Justice who agreed to have their name included in the inventory.

Purpose: To provide quick access to specific profiles of candidates based on the language and professional requirements associated with various projects or exchanges.

Consistent Uses: The information in this bank is used to assign departmental employees to projects, activities or events where their skills will be needed and to provide them with career opportunities.

Retention and Disposal Standards: Material is retained for two years after the last administrative action on file and then destroyed.

RDA Number: 98/005

Related PR#: JUS ADM 035

TBS Registration: 004184

Bank Number: JUS PPE 809

Salary Management System

Description: The Salary Management System is a databank containing personal information for each employee of the Department of Justice. The databank contains data on each position within the Department, describing the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector.

Class of Individuals: Departmental employees.

Purpose: The Salary Management System is a forecasting tool to assist managers administer their salary and FTE (full time equivalent) resources for the current fiscal year.

Consistent Uses: The information in this bank is used to assist financial management and budgeting at the managerial level within the department.

Retention and Disposal Standards: Material is retained for two years after the last administrative action on file and then destroyed.

RDA Number: 98/005

Related PR#: JUS ADM 045

TBS Registration: 003510

Bank Number: JUS PPE 803

Survey on the Harassment Policy

Description: In the spring of 1999, the Conflict Management Evaluation Steering Committee conducted an internal survey to evaluate the policy "Towards a Conflict and Harassment-Free Workplace" and to evaluate the services of the Office of Conflict Management in order to assess their impact on the workplace. This bank contains copies of the responses received, either by filling out the questionnaire or by meeting with members of the Committee.

Class of Individuals: All employees of the Department of Justice, including managers, indeterminate and term employees, contractors, employees of other Departments reporting to Justice personnel, and persons hired through temporary help agencies.

Purpose: The information was used to assess the impact of the policy and the effectiveness of

the Office of Conflict Management and to put forward recommendations to the Deputy Minister.

Consistent Uses: No consistent use.

Retention and Disposal Standards: Material is retained for two years after the last administrative action on file and then destroyed.

RDA Number: 98/005

Related PR#: JUS ADM 035

TBS Registration: 004182

Bank Number: JUS PPE 808

Timekeeping Data

Description: This bank contains time docketing records showing the volume and use of working time and leave, as recorded by individual employees, plus associated costs.

Class of Individuals: Employees of the Department of Justice required to keep time.

Purpose: The information contained in this bank is used for a wide range of resource management purposes, including resource planning, allocation and accountability, workload management and client billing.

Consistent Uses: The bank may be accessed by managers to confirm that employees, as part of their work requirements, are recording time appropriately. This information is used as one of the inputs for performance management and evaluation.

Retention and Disposal Standards: The records are retained for five years after the last action on file then destroyed.

RDA Number: 98/005

Related PR#: JUS ADM 050

TBS Registration: 004245

Bank Number: JUS PPE 811

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards
 Incentive Awards
 Occupational Safety and Health
 Official Languages
 Parking
 Pay and Benefits

Performance Reviews and Employee Appraisals
 Personnel Security Screening (Reliability Screening/Security Clearance)
 Staffing
 Training and Development
 Vehicle, Ship, Boat and Aircraft Accidents

Environment Canada

Chapter 57

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
 Discipline
 Employee Assistance
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Harassment
 Identification and Building-Pass Cards

Occupational Safety and Health
 Official Languages
 Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personnel Security Screening (Reliability Screening/Security Clearance)
 Recognition Policy
 Staffing
 Training and Development
 Values and Ethics Code for the Public Service
 Vehicle, Ship, Boat and Aircraft Accidents

Export Development Canada

Chapter 58

Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Current and former employees who are involved in potential or actual conflicts of interest.

Purpose: To support the implementation of the Corporate Policy on Standards of Conduct.

Consistent Uses: To help determine whether

a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 98/001

Related PR#: EDC 2000-C4, EDC 2080-A2

TBS Registration: 000160

Bank Number: EDC PPE 810

Employee Career File

Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history,

career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System.

Class of Individuals: Current and former employees.

Purpose: To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment.

Consistent Uses: To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety.

Retention and Disposal Standards: Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 80, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is combined with Employee Personal File which is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

RDA Number: 98/001

Related PR#: EDC 510

TBS Registration: 004246

Bank Number: EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions

and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System.

Class of Individuals: Current and former employees.

Purpose: To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits.

Consistent Uses: To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used for payroll activities, the provision of T-4 records and pension purposes, and is provided along with other information to Canada Customs and Revenue Agency for income tax purposes, to Supply and Services Canada for pension purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations.

Retention and Disposal Standards: Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative action. They may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have

elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

RDA Number: 98/001

Related PR#: EDC 540

TBS Registration: 004247

Bank Number: EDC PPE 802

Expertise Database

Description: Information in this bank includes the name, position title and team membership of employees choosing to participate in this program, as well as the employee's telephone numbers, languages of fluency, professional designation, and information related to their areas of expertise.

Class of Individuals: EDC's employees choosing to participate in this program.

Purpose: To create a tool which promotes the sharing of information and best practices amongst employees thereby enabling them to make better and quicker business decisions.

Consistent Uses: The information is used to identify the areas of expertise of participating employees.

Retention and Disposal Standards: The information is provided and updated by the participating employee and is deleted by the employee at the time of his/her termination or retirement, or by EDC with the consent of the employee.

RDA Number: 98/001

Related PR#: EDC 241

TBS Registration: 005343

Bank Number: EDC PPE 820

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

Class of Individuals: Current and former employees.

Purpose: To issue identification and building-pass cards.

Consistent Uses: none

Retention and Disposal Standards: Two years after expiry of identification and building-pass cards, after which the records are destroyed.

RDA Number: 98/001

Related PR#: EDC 338

TBS Registration: 000161

Bank Number: EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada.

Class of Individuals: Current and former employees.

Purpose: To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description.

RDA Number: 98/001

Related PR#: EDC 281-3

TBS Registration: 000156

Bank Number: EDC PPE 806

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.

Class of Individuals: Current and former employees.

Purpose: To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required.

Retention and Disposal Standards: Two years following the date of last documentation, after which the records are destroyed.

RDA Number: 98/001

Related PR#: EDC 582 and EDC 510

TBS Registration: 000155

Bank Number: EDC PPE 805

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems.

Class of Individuals: Current and former employees who have applied for parking permits.

Purpose: To support the administration of parking privileges.

Consistent Uses: To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries.

Retention and Disposal Standards: Two years after the permit expires, after which the records are destroyed.

RDA Number: 98/001

Related PR#: EDC 338 and EDC 540

TBS Registration: 000159

Bank Number: EDC PPE 808

Pension Plan for Employees of Export Development Canada and Supplementary Retirement Plan for Certain Employees of Export Development

Description: This bank contains pension election forms, pension beneficiary forms, proofs of prior services and correspondence concerning pensions. In particular, it contains the name of the employee, his/her employee number, social insurance number, date of birth, gender, language, address, marital status, dates of cohabitation in case of marriage breakdown, date of hire, date of termination/retirement, contributions and interest, pensionable salary, pensionable service, prior service, elective service, accrued pension. It may also contain the name, date of birth and gender of beneficiaries. Records are accessible by providing employee number and full name. Information in this bank is also recorded in EDC's information system.

Class of Individuals: Permanent employees, designated beneficiaries and pensioners.

Purpose: To determine the EDC pension benefits for its participating employees. This information may be used for statistical research purposes, for actuarial valuation of liabilities and cost to EDC, and for planning, implementing and evaluating EDC policies relating to pensions and benefits.

Consistent Uses: To authenticate decisions on pension entitlements. The social insurance number is collected under the authority of the Income Tax Act for purposes of tax deductibility of employee contributions and for benefits taxation. Information is provided, in summarized or detailed format, to: (i) the federal Office of the Superintendent of Financial Institutions Canada and Canada Customs and Revenue Agency pursuant to the requirements of the Pension Benefits Standards Act and the Income Tax Act; (ii) federal government departments or agencies, other employers or their trustees and financial institutions of employees in cases of employee transfers; and, (iii) the trustees and the pension plan services

providers with whom EDC has trust agreements or service agreements.

Retention and Disposal Standards: Records are retained for the duration of employment. Following termination, files of employees who have elected to take the actual value of their pension are retained for two years and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative use. These files may also be retained permanently by the National Archives of Canada if judged to be of historical value. Files of former employees who have elected to receive a deferred annuity and files of retired employees are held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative use. These files are then transferred to the control of National Archives of Canada and may be retained permanently by the National Archives of Canada if judged to be of historical value.

RDA Number: 98/001

Related PR#: EDC 465 and EDC 540

TBS Registration: 005344

Bank Number: EDC PPE 825

Security Clearances

Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005).

Class of Individuals: Current and former employees.

Purpose: To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank.

Consistent Uses: To support decisions on staffing, transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

RDA Number: 98/001

Related PR#: EDC 286

TBS Registration: 000157

Bank Number: EDC PPE 807

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate.

Class of Individuals: Employee applicants.

Purpose: To select candidates and staff positions.

Consistent Uses: none

Retention and Disposal Standards: Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File.

RDA Number: 98/001

Related PR#: EDC 512

TBS Registration: 000153

Bank Number: EDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.

Class of Individuals: Current and former employees.

Purpose: To approve and record the participation of employees in training and development activities.

Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The

social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees.

Retention and Disposal Standards: Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed.

RDA Number: 98/001

Related PR#: EDC 492, EDC 510, EDC 590

TBS Registration: 000154

Bank Number: EDC PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning

travel, relocation or postings of employees.

Class of Individuals: It relates to current and former employees.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of employees.

Consistent Uses: The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

RDA Number: 98/001

Related PR#: EDC 492 and EDC 540

TBS Registration: 004055

Bank Number: EDC PPE 811

Farm Credit Canada

Chapter 59

Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: All employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on potential conflict of interest situations.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 98/002

Related PR#: FCC PRN 920

TBS Registration: 001626

Bank Number: FCC PPE 801

Employment Equity Program

Description: This bank describes information on designated group employees. Employees are asked to voluntarily self-identify, by means

of a questionnaire, whether they are male or female, of Aboriginal origin, if they have a continuing or permanent physical disability, or are a member of a visible minority group. Personal information collected in order to administer the Employment Equity Act may include the FCC Employee Number. Respondents are also asked whether or not the information can be used for human resource management purposes or for statistical purposes only.

Class of Individuals: All current employees of the organization.

Purpose: This information documents the implementation of the Employment Equity Act within Farm Credit Canada. Data is collected to provide a comprehensive picture of employees by designated group status (i.e. women, aboriginal persons, persons with a disability and visible minority groups). This information is used to compile a profile of employees and to compare the workforce status of designated groups members with non-designated group members, within FCC and with their counterparts in the general labour market. The FCC employee number may be used to link this information to the personal information in the Human Resources Data Base in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered

will be used for institutional purposes in the Corporations' Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. The employee number may be used to link this information to the personal information in the Human Resources Data Base in order to obtain statistical information and to assist in administering the Employment Equity Act.

Retention and Disposal Standards: The data is maintained for the entire length of employment of the individual. The data is reviewed every five years and data of individuals that have not been employed by the organization for at least two years is destroyed.

RDA Number: 98/002

Related PR#: FCC PRN 920

TBS Registration: 002803

Bank Number: FCC PPE 802

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Please see the INTRODUCTION to this publication for the definition of Standard Banks

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Federal Bridge Corporation Limited

Chapter 60

Particular Personal Information Banks

Recognition program

Description: The file contains information on employees such as: name, address, telephone number, starting date, recognition award related to the number of working years.

Class of Individuals: The recognition program concerns the Corporation's employees who have worked between five and twenty five years.

Purpose: The recognition program is a way for the Corporation to reward employees for their performance.

Consistent Uses: May be used for managing the award recognition program and to provide a trail for distributed awards.

Retention and Disposal Standards: Permanent retention.

RDA Number: TBD

Related PR#: FBCL 100 101

TBS Registration: 005306

Bank Number: FBCL PPE 801

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Financial Consumer Agency of Canada

Chapter 61

Standard Personal Information Banks

- Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.
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Financial Transactions and Reports Analysis Centre of Canada

Chapter 62

Standard Personal Information Banks

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- Recognition Policy
- Training and Development
- Vehicle Accidents

Fisheries and Oceans Canada

Chapter 63

Particular Personal Information Banks

Attendance and Leave

Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences.

Class of Individuals: The information relates to departmental employees.

Purpose: The information is obtained for the administration of employee attendance and leave.

Consistent Uses: Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.

Retention and Disposal Standards: The records are destroyed two year after expiry of fiscal year.

RDA Number: 98/005

Related PR#: DFO PRN 918

TBS Registration: 000628

Bank Number: DFO PPE 805

National Priority Clearance and Liaison Service

Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank.

Class of Individuals: It contains information related to the candidates and positions for which they were considered. This information relates to all employees eligible for priority rights.

Purpose: This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes.

Consistent Uses: No other use

Retention and Disposal Standards: Records are retained for two years after administrative action is completed and then destroyed.

RDA Number: 98/005

Related PR#: DFO PRN 918

TBS Registration: 003625

Bank Number: DFO PPE 802

Performance Reviews and Employee Appraisals – Merit/Performance Pay Plans

Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development.

Class of Individuals: All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's).

Purpose: As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must.

Consistent Uses: Determination of annual salary and identification of training and development needs.

Retention and Disposal Standards: Records are retained for five years for all employees, then destroyed.

RDA Number: 98/005

Related PR#: DFO PRN 921

TBS Registration: 000635

Bank Number: DFO PPE 807

Staffing (II)

Description: This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual.

Class of Individuals: Applicants competing or being given consideration for a position.

Purpose: The purpose of this bank is to assess applicants for positions.

Consistent Uses: Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation.

Retention and Disposal Standards: Records are retained for two years after the eligibility list for a staffing action expires, or two years after other administrative action is completed and then destroyed.

RDA Number: 98/005.

Related PR#: DFO PRN 918

TBS Registration: 001742

Bank Number: DFO PPE 804

Staffing and Employment Transition – Executive Group (I)

Description: Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5).

Class of Individuals: Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position.

Purpose: When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes.

Consistent Uses: Information used during competitive process.

Retention and Disposal Standards: Records are retained for three years and then destroyed.

RDA Number: 98/005

Related PR#: DFO PRN 918

TBS Registration: 000627

Bank Number: DFO PPE 803

Training and Development

Description: Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who

are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants.

Class of Individuals: Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses.

Purpose: To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee.

Consistent Uses: To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by the employee.

RDA Number: 98/005

Related PR#: DFO PRN 927

TBS Registration: 000630

Bank Number: DFO PPE 806

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Please see the INTRODUCTION to this
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Standard Personal Information Banks

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Great Lakes Pilotage Authority Canada

Chapter 66

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Employee Personnel Files

Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation.

Retention and Disposal Standards: The retention period is seven years. Access to these files will require a name and address.

RDA Number: TBD.

TBS Registration: 002998

Bank Number: GLP PPE 805

Order-In-Council Appointments

Description: Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims.

Purpose: Information is used in the completion of travel documentation and for remuneration of members.

Retention and Disposal Standards: Files are retained of seven years.

RDA Number: TBD.

TBS Registration: 002999

Bank Number: GLP PPE 810

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

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Gwich'in Land and Water Board

Chapter 67

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Gwich'in Land Use Planning Board

Chapter 68

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Halifax Port Authority

Chapter 69

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Hamilton Port Authority

Chapter 70

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Hazardous Materials Information Review Commission

Chapter 71

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Managerial and Confidential Exclusions

Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded.

Class of Individuals: Employees of the

Hazardous Materials Information Review Commission.

Purpose: The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status.

Retention and Disposal Standards: Notice of acceptance or objection is retained for three years and exclusion files for five years.

TBS Registration: 002881

Bank Number: HMI PPE 805

Person-Year Utilization System

Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their

classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System.

Class of Individuals: The information relates to employees of the Commission.

Purpose: The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board.

Retention and Disposal Standards: These files are retained for two years.

RDA Number: 2003/001

TBS Registration: 002883

Bank Number: HMI PPE 810

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Health Canada

Chapter 72

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Central Personal Information Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought.

Class of Individuals: Federal public servants.

Purpose: The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring.

Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning,

evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701.

Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

RDA Number: 99/022

TBS Registration: 005077

Bank Number: HCan PCE 751

Occupational Health Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, immunization records, x-ray reports and films, other specialized diagnostic procedure reports, and treatment and counselling reports. Workplace hazards and overexposure records may also be recorded. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

Class of Individuals: Federal public servants,

former public servants, prospective public servants, and in some locations may include employees of federally regulated industries who have contracted with Workplace Health and Public Safety Programme.

Purpose: The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical, mental health assessments, and counselling. The information is used to support fitness to work assessments, medical, mental health, employment and pension decisions/entitlements.

Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Interpretations of evaluations may be shared, with consent, with other federal departments.

Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, immunization records, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

RDA Number: 99/022

TBS Registration: 005087

Bank Number: HCan PCE 772

Public Service Health Medical Advisory Committee

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number.

Class of Individuals: Federal public servants.

Purpose: The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Advisory Committee.

Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information in the bank is also used in response to legal actions and complaints to the Canadian Human Rights Commission about

the outcomes of occupational health medical assessments and the response of the employing departments to accommodate a specific case. Information also related to HWC PCE 701.

Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

RDA Number: 99/022

TBS Registration: 005086

Bank Number: HCan PCE 787

Particular Personal Information Banks

Departmental Complaints File (Employees)

Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare.

Class of Individuals: Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission.

Purpose: Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action.

Consistent Uses: The use is consistent with the purpose indicated in part 5.

Retention and Disposal Standards: The files are kept for two years after the last use for an administrative purpose and are then destroyed.

RDA Number: 98/005

TBS Registration: 002748

Bank Number: HCan PPE 801

Managerial and Confidential Exclusions Records

Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division.

Class of Individuals: Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons.

Purpose: The purpose of this information bank is to record data on employees excluded from collective bargaining.

Consistent Uses: The use is consistent with

the purpose indicated in part 5.

Retention and Disposal Standards: The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed.

RDA Number: 98/005

TBS Registration: 002900

Bank Number: HCan PPE 802

Person-Year Accounting and Control System (PYAC)

Description: This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System.

Class of Individuals: The information relates to employees of the Department.

Purpose: The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility.

Consistent Uses: Use of this bank is consistent with the purpose specified in section 5.

Retention and Disposal Standards: The records are retained for six years and are then destroyed.

RDA Number: 99/004

TBS Registration: 002749

Bank Number: HCan PPE 804

Standard Personal Information Banks

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Historic Sites and Monuments Board of Canada

Chapter 73

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Note: Information on the members of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage.

Human Resources And Skills Development Canada

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Central Personal Information Banks

Government Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid.

Class of Individuals: Federal and Crown corporation employees and certain employees. Proof of identification may be required before access is granted.

Purpose: The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act and the Merchant Seamen Compensation Act.

Consistent Uses: The files are used to establish validity of claims and to determine workers' compensation entitlement.

Retention and Disposal Standards: Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years.

RDA Number: 69/089 amendment no. 1

Related PR#: HRSDC LAB 235

TBS Registration: 000457

Bank Number: HRSDC PCE 749

Particular Personal Information Banks

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available.

Class of Individuals: Employees in HRSDC.

Purpose: The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit.

Consistent Uses: The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing

positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning.

Retention and Disposal Standards: The information is retained for five years.

RDA Number: 98/005

Related PR#: HRSDC HRS 025, HRSDC HRS 040

TBS Registration: 005820

Bank Number: HRSDC PPE 802

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRSDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each

course through the appraisal process, as well as the status of this training (proposed, approved, completed).

Class of Individuals: Employees of the institution whether indeterminate, term, casual, full-time or part-time.

Purpose: To assist managers in the preparation of their Human Resources Plans.

Consistent Uses: To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRSDC's new Human Resources Employee Identification Number System.

Retention and Disposal Standards: The information is retained for a minimum of two years following last action.

RDA Number: 98/005

Related PR#: HRSDC HRS 025, HRSDC HRS 040

TBS Registration: 005821

Bank Number: HRSDC PPE 812

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Immigration and Refugee Board

Chapter 75

Particular Personal Information Banks

Complaints about the Conduct of Members

Description: This bank contains records related to complaints made by the public concerning alleged improper behaviour of a member pursuant to the Code of Conduct. Personal information includes the name of the member and the allegations made; testimony of witnesses; legal opinions; inquiries into improper behaviour; and analysis reports of the inquiries. The bank may also contain personal information about the complainant, such as the fact that he/she is a refugee claimant, or counsel for a refugee claimant or immigration consultant, and the circumstances leading to the complaint.

Class of Individuals: Members of the Immigration Appeal Division and the Refugee Protection Division of the IRB. (Persons who make decisions on cases heard by the IRB are called members.)

Purpose: The purpose of this bank is to maintain information concerning complaints made under the "Protocol Addressing Member Conduct Issues", and to determine the need for and nature of any action.

Consistent Uses: To be used only as outlined in the purpose of the bank.

Retention and Disposal Standards: Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. Once the Record Disposition Authority

(RDA) has been approved, records will be destroyed after the retention period has expired.

RDA Number: 98/005.

Related PR#: IRB OPS 020/025

TBS Registration: 005502

Bank Number: IRB PPU 155

Employee Assistance

Description: The Board has a Memorandum of Understanding with Health Canada, Occupational and Environmental Health Services Agency to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The Bank in Health Canada contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency, Health Canada. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Employees and Members of the Board.

Purpose: The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Only statistical information is released to the Board.

Consistent Uses: To support decisions regarding

employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

RDA Number: 98/005

Related PR#: IRB 916

TBS Registration: 003176

Bank Number: IRB PPE 803

Standard Personal Information Banks

Please see INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearances)

Staffing

Training and Development

Indian and Northern Affairs Canada

Chapter 76

Particular Personal Information Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service

Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Personal Record Identifier numbers are used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies.

Consistent Uses: No consistent uses.

Retention and Disposal Standards: Records are retained for three years after an employee entitled to a staffing priority is placed, then destroyed.

RDA Number: 85/001

Related PR#: INA HRB 921

TBS Registration: 002541

Bank Number: INA PPE 801

Ombudsman's Case Files

Description: The bank contains information on difficult situations raised by departmental employees as well as approaches taken to solve situations. It also includes information on follow-up activities.

Class of Individuals: Departmental employees at all levels. It may include names, gender and information on employment equity group (voluntary).

Purpose: The bank provides a centralized current information source on issues raised, and is maintained by the Staff Ombudsman.

Consistent Uses: The bank provides the Staff ombudsman with a proper mechanism to track pertinent information on issues raised in order to be in a better position to counsel employees on the best option to solve their situations. It also serves to produce an Annual Report which includes statistical information (number of employees, type of issues raised, action taken), trends and recommendations.

Retention and Disposal Standards: Two years from the time the file was last updated, then destroyed.

RDA Number TBD:

Related PR#: INA DMO 100

TBS Registration: 004260

Bank Number: INA PPE 802

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Internal Disclosure of Wrong Doing in the Work-Place

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Indian Residential Schools Resolution Canada

Chapter 77

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Indian Residential Schools Resolution Canada (IRSRC) is holding the following information:

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Indian and Northern Affairs Canada (INAC) is holding the following information on behalf of IRSRC:

Pay and Benefits

Security Clearances

IRSRC and INAC are in the process of transferring some of the above-mentioned information and services from INAC to IRSRC.

Industry Canada

Chapter 78

Central Personal Information Banks

Client and Functional Community Feedback

Description: This bank includes information such as job categories, employment status and work locations of employees. It also contains personal opinions or views on client satisfaction.

Class of Individuals: Randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and Public Works and Government Services Canada who use the Corporate Comptroller's Branch products and services.

Purpose: The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

Consistent Uses: Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and

operation decisions.

Retention and Disposal Standards: Retained for two years and then destroyed.

RDA Number: To be determined.

Related PR#: IC HRB 050

TBS Registration: 003892

Bank Number: IC PCE 725

Conflict of Interest Records

Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities.

Class of Individuals: Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code.

Purpose: The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders.

Consistent Uses: To establish precedents in administering the Conflict of Interest and

Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner.

Retention and Disposal Standards:

Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5. Disposal to be determined.

RDA Number: 98/001

Related PR#: IC OEC 250

TBS Registration: 000130

Bank Number: IC PCE 730

Particular Personal Information Banks

Amex Individual Credit Cards

Description: This bank contains application forms for Amex credit cards.

Class of Individuals: Departmental employees.

Purpose: To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services.

Consistent Uses: Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Amex.

Retention and Disposal Standards:

Application forms are retained for two years after the last use of the card, then destroyed.

RDA Number: 99/004

Related PR#: IC CAS 300

TBS Registration: 002562

Bank Number: IC PPE 811

Bank of Mentors

Description: This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview.

Class of Individuals: All employees of the Department.

Purpose: The purpose of this bank is to coordinate the Department mentoring program.

Consistent Uses: The information gathered will be used to maximize the compatibility between the mentor and his protege.

Retention and Disposal Standards: Records will be kept as long as the senior employee is an active mentor or two years after the last

administrative action and then destroyed.

RDA Number: 98/005

Related PR#: IC HRB 050

TBS Registration: 003668

Bank Number: IC PPE 807

Departmental Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence.

Class of Individuals: Federal government employees who have requested a departmental assignment.

Purpose: The information will be used to maintain an inventory of employees interested in an assignment or vacancy.

Consistent Uses: The information is used to identify interested employees for referral for available assignment opportunities.

Retention and Disposal Standards: Records are retained for a period of two years after completion of an assignment.

RDA Number: 98/005

Related PR#: IC HRB 050

TBS Registration: 002905

Bank Number: IC PPE 803

Employee Feedback

Description: This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment.

Class of Individuals: Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region.

Purpose: The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

Consistent Uses: Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions.

Retention and Disposal Standards: Retained for two years and then destroyed.

RDA Number: 98/005

Related PR#: IC CAS 300

TBS Registration: 003891

Bank Number: IC PPE 813

Employee Reimbursements

Description: The Personal Information Bank will contain names of employees and their home addresses.

Class of Individuals: Departmental Employees.

Purpose: To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Public Works and Government Services Canada.

Consistent Uses: This bank of data is for internal use only. No matching activities are applicable.

Retention and Disposal Standards: Retained for six years and then destroyed.

RDA Number: 99/004

Related PR#: IC CAS 300

TBS Registration: 003218

Bank Number: IC PPE 806

Employee's Survey

Description: This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions or views on various facets of the workplace, such as internal communications, leadership, career development and team work.

Class of Individuals: All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada who have the responsibility of discharging SITT's mandate in the regions (approx. 400).

Purpose: The purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment.

Consistent Uses: Will be use to help the management and Employee's Council of SITT develop initiatives and practices which will contribute to the betterment of the workplace environment.

Retention and Disposal Standards: Retained for two years and then destroyed.

RDA Number: 98/004

Related PR#: IC SIT 801

TBS Registration: 003955

Bank Number: IC PPE 800

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various

departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program.

Class of Individuals: Employees of the Department.

Purpose: To identify individuals who have been nominated for awards.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds.

Retention and Disposal Standards: Records are retained for six years and then destroyed.

RDA Number: 98/005

Related PR#: IC HRB 050

TBS Registration: 002561

Bank Number: IC PPE 812

Internet Audit Data Base

Description: This bank contains information pertaining to the access of the Internet via the Industry Canada Corporate Network, in particular what Internet sites are being visited by departmental employees. The data base contains Internet Web site visited in conjunction with the employee's IP address., The individual's actual name is not contained within the data base however, the IP address can be cross-referenced to the individual's name when required.

Class of Individuals: All employees of the Department.

Purpose: The purpose of the bank is to provide an audit trail of Internet web sites visited by employees of Industry Canada. Industry Canada has an Internet Usage Policy which outlines acceptable uses of the Internet by staff. Should an employee be in violation of any of the terms of the Policy, the audit will service as background information should further action be required.

Consistent Uses: The information housed in the bank will be provided upon request by Industry Canada Security. The information is released to Industry Canada officials when they have sufficient reason to believe access to the Internet via Industry Canada's network has been compromised by an individual of the department.

Retention and Disposal Standards: The retention period for the audit data base is two years. The information is then destroyed.

RDA Number: 98/001

Related PR#: IC OPS 605

TBS Registration: 003979

Bank Number: IC PPE 816

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated.

Information contained could be "complainant's" name, colleague's or supervisor's name.

Class of Individuals: Department of Communications employees.

Purpose: The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes.

Retention and Disposal Standards:

Retention and disposal for this bank are to be established.

RDA Number: To be determined

Related PR#: IC CMB 350

TBS Registration: 003003

Bank Number: IC PPE 808

PeopleSoft/HRMS

Description: This data bank contains the following information: sector, branch, name, PRI, sex, first official language, classification and employment location. It is an automated human resources management system that contains information on the management of positions and classifications decisions, the administration of the workforce including the tracking of assignments, priority management, administration of training, labour management relations, official languages, employment equity, compensation and leave.

Class of Individuals: All employees of Industry Canada.

Purpose: Management of human resources within Industry Canada.

Consistent Uses: None recorded.

Retention and Disposal Standards: Data beyond five years are electronically archived but can be accessed at any time.

RDA Number: 98/005

Related PR#: IC HRB 050

TBS Registration: 004254

Bank Number: IC PPE 815

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests

received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation.

Class of Individuals: Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies.

Consistent Uses: None recorded.

Retention and Disposal Standards: Records are retained for two years and then transferred to the National Archives of Canada.

RDA Number: 98/001

Related PR#: IC ATI 175

TBS Registration: 002012

Bank Number: IC PPE 801

Senior Management Development Information

Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings.

Class of Individuals: Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels.

Purpose: This bank is used to facilitate human resource planning and career planning.

Consistent Uses: Information will be used by senior departmental officials and by personnel staff concerned with human resource planning.

Retention and Disposal Standards: Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action.

RDA Number: Not available at this time.

Related PR#: IC HRB 050

TBS Registration: 002711

Bank Number: IC PPE 810

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code
 Discipline
 Employee Assistance
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Harassment
 Identification and Building-Pass Cards
 Occupational Safety and Health
 Official Languages

Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personnel Security Screening (Reliability Screening/Security Clearance)
 Recognition Policy
 Staffing
 Training and Development
 Vehicle, Ship, Boat and Aircraft Accidents

Infrastructure Canada

Chapter 79

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
 Conflict of Interest and Post-Employment Code
 Discipline
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Harassment

Identification and Building-Pass Cards
 Occupational Safety and Health
 Official Languages
 Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personnel Security Screening (Reliability Screening/Security Clearance)
 Recognition Policy
 Staffing
 Training and Development

International Centre for Human Rights and Democratic Development

Chapter 80

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Note: For information on the employees of Rights & Democracy (the International Centre for Human Rights and Democratic Development), please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

International Development Research Centre

Chapter 81

Particular Personal Information Banks

Human Resources Inventory

Description: This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited cvs are classified according to the established classification system. This inventory is used to identify applicants for recruitment purposes.

Class of Individuals: All applicants requesting employment at IDRC.

Purpose: Repository for applications for employment at IDRC.

Consistent Uses: The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.

Retention and Disposal Standards: The records are retained for six months then destroyed.

RDA Number: 98/005

Related PR#: IDRC RB 010

TBS Registration: 001153

Bank Number: IDR PPE 802

Medical Records

Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas, and of Office of the Auditor General (OAG) and Canadian Commercial Corporation (CCC) staff who consult the travel clinics according to contractual agreement. It contains pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays, and cardiograms. The files are arranged in alphabetical order by last name.

Class of Individuals: Past and present IDRC employees, OAG and CCC contract staff.

Purpose: To maintain a health history record of past and present employees of IDRC and of OAG and CCC contract staff.

Consistent Uses: This file is used to record health history and medical examinations of employees and of OAG and CCC contract staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update records of required inoculations of all employees and

OAG and CCC contract staff who travel abroad.

Retention and Disposal Standards: The records are retained for five years after employment termination then destroyed.

RDA Number: 83/002

Related PR#: IDR RB 010

TBS Registration: 001154

Bank Number: IDR PPE 803

Official Languages

Description: This bank contains official languages data on job language requirements and incumbents' language data such as: first official language, meets or does not meet language requirements, in training or not, results of testing and date of testing. Language examination results and exemptions are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and the Treasury Board Secretariat.

Class of Individuals: IDRC employees.

Purpose: The purpose of this database is to provide the basic information required to administer the Official Languages Program.

Consistent Uses: To administer the Official Languages Program at IDRC.

Retention and Disposal Standards: The records are retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80.

RDA Number: 98/005

Related PR#: IDR RB 010

TBS Registration: 002846

Bank Number: IDR PPE 806

Parking

Description: This bank contains permit applications for and correspondence concerning motor vehicle parking on the International Development Research Centre-leased property. Records of payment of parking fees are included in the Employee Personnel Record.

Class of Individuals: Employees of IDRC.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the parking permit expires.

RDA Number: 98/005

Related PR#: IDR RB 020
TBS Registration: 002844
Bank Number: IDR PPE 804

Personnel Records

Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisal, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, identification and building passes, training, and application for employment. The employee's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid).

Class of Individuals: Employees of IDRC.

Purpose: The information is compiled to maintain a cumulative record of an individual's employment with IDRC for the purpose of facilitating personnel administration.

Consistent Uses: Files are used to maintain a record of each employee's personal history and to maintain a record of employment,

classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, etc.

Retention and Disposal Standards: Retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, training and application for employment, is retained by IDRC for a period of five years after employment termination, and then destroyed.

RDA Number: 98/005

Related PR#: IDR RB 010

TBS Registration: 001152

Bank Number: IDR PPE 801

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Personnel Security Screening (Reliability Screening/Security Clearance)

Department of International Trade

Chapter 82

Please note: The following information does not refer solely to the Department of International Trade, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of International Trade was not able to update their content for inclusion in the 2004-2005 version of Info Source.

Particular Personal Information Banks

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting

arrangements for the individual.

Class of Individuals: Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

Retention and Disposal Standards:

Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

RDA Number: 75/023-1

TBS Registration: 000350

Bank Number: EAC PCE 778

Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank.

Class of Individuals: Canadian government employees who have been assigned to a Canadian mission abroad.

Purpose: The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

Retention and Disposal Standards: These records are retained indefinitely.

RDA Number: 75/023

TBS Registration: 000352

Bank Number: EAC PPE 802

Non-Salary Reimbursement by Receiver General for Canada Cheques

Description: The bank contains the postal address or bank account information on each employee.

Class of Individuals: Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee.

Purpose: The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts.

Consistent Uses: To issue cheques to employees' postal addresses or banks.

Retention and Disposal Standards: Six years after the last administrative use, the records are destroyed.

RDA Number: 75/023

TBS Registration: 004047

Bank Number: FAI PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify

whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

RDA Number: 75/023

TBS Registration: 000370

Bank Number: EAC PPE 805

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language,

date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

RDA Number: 75/023

TBS Registration: 000358

Bank Number: EAC PPE 803

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within

government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

RDA Number: 75/023

TBS Registration: 000364

Bank Number: EAC PPE 804

Personnel Administration: Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

Class of Individuals: Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

Retention and Disposal Standards:

Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

RDA Number: 75/023-1

TBS Registration: 000350

Bank Number: EAC PCE 701

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and

development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: The bank concerns employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed.

RDA Number: 75/023

TBS Registration: 002507

Bank Number: EAC PPE 806

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 83

Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual

conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

TBS Registration: 000663

Bank Number: JCCBI PPE 802

Sun Life of Canada's Group Insurance Portfolio Reports

Description: This bank contains individual JCCBI employee data related to insurance coverage matters.

Class of Individuals: Employees of the

institution.

Purpose: Sun Life Assurance Company of Canada uses the information to establish monthly premiums for the following insurance: life, long-term disability, dependant life insurance, death and accidental dismemberment and health care/drugs/vision care/dental care.

Consistent Uses: This bank is used for verification of the premiums paid to the insurer for each employee.

Retention and Disposal Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

RDA Number: 98/027.

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

TBS Registration: 004474

Bank Number: JCCBI PPE 806

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan.

Class of Individuals: Employees of the institution.

Purpose: The purpose is to report total remittances to superannuation fund during the year based on employee deductions.

Consistent Uses: Public Works and Government Services Canada ensures that total deductions balance with total remittances.

Retention and Disposal Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

RDA Number: 98/027.

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

TBS Registration: 004475

Bank Number: JCCBI PPE 807

Taxation Records

Description: The bank contains individual data related to salary and various deductions, including taxes for the institution's active and some retired employees.

Class of Individuals: Active and retired employees of the institution.

Purpose: The purpose is to comply with Revenue Canada-Taxation requirements.

Consistent Uses: To determine individual income and taxes.

Retention and Disposal Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

RDA Number: 98/027

Related PR#: JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

TBS Registration: 004476

Bank Number: JCCBI PPE 808

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Staffing

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Vehicle, Ship, Boat and Aircraft Accidents

Laurentian Pilotage Authority Canada

Chapter 84

Particular Personal Information Banks

Register of Pilots employed by the Authority

Description: This contains information on physical characteristics, licences, certificates and marine incidents.

Class of Individuals: Pilots and apprentice pilots from the Laurentian Pilotage Authority.

Purpose: Retain a register of certificates and qualifications required under the Pilotage Act.

Consistent Uses: may be used to verify that pilot and apprentice pilots meet the requirements of Pilotage Act as to their ability to carry out their duties.

Retention and Disposal Standards: Files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives.

RDA Number: 98/005

Related PR#: LPA PSE 901

TBS Registration: 003684

Bank Number: LPA PPE 801

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Occupational Safety and Health

Official Languages

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Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Law Commission of Canada

Chapter 85

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Staffing

The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources function and is retaining all the related records.

Library and Archives Canada

Chapter 86

Central Banks

Former Civilian Employees — Employee Personnel Record

Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide

their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

Class of Individuals: Former civilian employees of the federal government.

Purpose: To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the

case of re-employment.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 98/018

Related PR#: LAC GIM 165

TBS Registration: 000554

Bank Number: LAC PCE 748

PERSFILE Automated Index System

Description: The PERSFILE system identifies the storage location of files contained in other banks within the Federal Records Centres. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian).

Class of Individuals: Former military and civilian employees of the Federal Government.

Purpose: To identify and locate within the Federal Records Centres, personnel records of former government employees.

Consistent Uses: This bank is used by Library and Archives Canada, Federal Records Centres and Regional Operations in order to control the loan period and actual location of personnel files.

Retention and Disposal Standards:

Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by Library and Archives Canada for archival purposes. A backup microfiche version is created semi-annually and is retained for five years for quality control purposes.

RDA Number: 98/018

Related PR#: LAC GIM 165 and LAC GIM 170

TBS Registration: 000553

Bank Number: LAC PCE 777

Particular Banks

Please note, when requesting military personnel files: Library and Archives Canada processes requests for complete files of individuals 5 years after their release from military service. For a complete copy of the files of individuals released LESS than 5 years, the request should

be submitted directly to the Department of National Defence.

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

Class of Individuals: Army Reserve Force personnel whose period of service commenced in 1948 or later.

Purpose: To verify service and pay to settle pay claims and provide the individual with proof of service.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by Library and Archives Canada for archival purposes.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000567

Bank Number: LAC PPE 715

Auxiliary Services Record — World War II

Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number.

Class of Individuals: World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel.

Purpose: To verify periods of service and determine eligibility for pension benefits.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by Library and Archives Canada for archival purposes.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000562

Bank Number: NA PPE 710

Canadian Army Wartime, Special Force and Regular Force — Part II Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

Class of Individuals: Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966.

Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000561

Bank Number: LAC PPE 709

Dental Records — World War II, Special, Reserves and Regular Forces

Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

Purpose: This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served

with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

RDA Number: 85/012, 99/014

Related PR#: LAC GIM 170

TBS Registration: 001943

Bank Number: NA PPE 721

Former Civilian Employees — DSS Superannuation Record

Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

Class of Individuals: Former civilian employees of the federal government.

Purpose: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 98/018

Related PR#: LAC GIM 165

TBS Registration: 000556

Bank Number: LAC PPE 704

Medical Records — World War II, Special, Reserves and Regular Forces

Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

Purpose: To authenticate service information for possible pension and other benefits and to support medical decisions and pension

entitlement claims.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

RDA Number: 85/012, 99/014

Related PR#: LAC GIM 170

TBS Registration: 000569

Bank Number: LAC PPE 717

Microfiche Personal File — Regular Force and Class C Reserves

Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service.

Class of Individuals: Some Regular Force and Class C Reserves personnel.

Purpose: To support decisions on pensions and other benefit entitlements.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000570

Bank Number: LAC PPE 718

Military Personnel Bank — World War II, Special, Reserves and Regular Forces

Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names

and surname, date of birth, service number and period of service.

Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

Purpose: To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

RDA Number: 85/012, 99/014

Related PR#: LAC GIM 170

TBS Registration: 000568

Bank Number: LAC PPE 716

Newfoundland Forces — World War II

Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number.

Note: Records information for all other services within the Newfoundland Forces may be obtained by contacting Veterans Affairs Canada, St. John's, Newfoundland.

Class of Individuals: Personnel who served with the Newfoundland Forces during 1939 to 1946.

Purpose: To verify length of service of Newfoundland Forces personnel and substantiate pension claims.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90

years of age and then preserved by Library and Archives Canada for archival purposes.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000565

Bank Number: LAC PPE 713

Performance Evaluation Bank — World War II, Special, Reserves and Regular Force

Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

Purpose: To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

RDA Number: 85/012, 99/014

Related PR#: LAC GIM 170

TBS Registration: 000572

Bank Number: NA PPE 720

Royal Canadian Air Force (RCAF) — Daily Routine Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc.

Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

Class of Individuals: Royal Canadian Air

Force (RCAF) personnel from 1924-1967.

Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000560

Bank Number: LAC PPE 708

Royal Canadian Navy (RCN) Pay Record Sheets — World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on.

Class of Individuals: Royal Canadian Navy personnel who served during World War II.

Purpose: To verify pay records and settle any pay claims.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by Library and Archives Canada for archival purposes.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000564

Bank Number: LAC PPE 712

Service Pensions Bank — Regular Force

Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

Class of Individuals: All Canadian Forces personnel who have contributed to a pension plan.

Purpose: To determine pension entitlements.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90

years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000571

Bank Number: LAC PPE 719

Thirty Day Trainees — World War II

Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth.

Class of Individuals: Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940.

Purpose: To verify eligibility for pensions and other benefits and to provide individuals with proof of service.

Consistent Uses: This bank is used by employees of the Federal Government for administrative actions.

Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

RDA Number: 85/012

Related PR#: LAC GIM 170

TBS Registration: 000563

Bank Number: LAC PPE 711

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Mackenzie Valley Environmental Impact Review Board

Chapter 87

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Mackenzie Valley Land and Water Board

Chapter 88

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Military Police Complaints Commission

Chapter 89

Particular Personal Information Banks

Corporate Services Staff Relations

Description: This bank contains notices and actions taken following the misconduct of employees; formal and informal complaints of harassment, their assessment and their resolution; grievances presented by employees and their bargaining unit representatives; and the receipt and investigation of events of a staff relations nature at the work place with the actions taken.

Class of Individuals: Employees of the Commission, including contractors and persons hired through temporary help agencies.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints and actions, to make decisions in specific instances and to take appropriate action.

Consistent Uses: To support decisions on issues of a staff relations matter such as discipline, harassment, grievances.

Retention and Disposal Standards: (submission to the National Archives of Canada).

RDA Number: TBD

Related PR#: MPCC PRN 926

TBS Registration: 005244

Bank Number: MPCC PPE 801

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Montreal Port Authority

Chapter 90

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Nanaimo Port Authority

Chapter 91

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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National Arts Centre

Chapter 92

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Vehicle, Ship, Boat and Aircraft Accidents

National Battlefields Commission (The)

Chapter 93

Particular Personal Information Banks

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

Class of Individuals: The National Battlefields Commission Employees.

Purpose: This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

Retention and Disposal Standards: After an employee leaves, the personnel record is kept until the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.

RDA Number: 98/005

Related PR#: NBC PER 3500

TBS Registration: 003944

Bank Number: NBC PPE 810

National Capital Commission

Chapter 94

Particular Personal Information Banks

Corporate Human Resources Management System (PeopleSoft)

Description: These databases are on-line systems which support virtually all major personal management functions. These

databases contain personnel information, such as: Personnel Record Identifier (PRI), employee number, SIN number, sex, classification level, address, name, date of birth and dates of performance evaluations. This system also contains all compensations related event histories for all NCC employees since 1971; position information since 1998; competition

and training information since 2000. Also, PeopleSoft is used to generate employees' pay cheques with earnings and deductions. PeopleSoft also contains information on current fiscal year employees. It is used to track hours worked and leave information. Finally, PeopleSoft is used to record job and position related information, especially job evaluation information and job descriptions. The Employment Equity Computerized Reporting and Information system (EECRIS) produces annual reporting for Employment Equity regulations using data downloaded from PeopleSoft.

Class of Individuals: NCC Employees.

Purpose: The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a controlled basis.

Consistent Uses: The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making.

Retention and Disposal Standards:

Computerized records are updated as required. Information maintained in the system is kept according to the type of information; for the most part, information is part of the personnel file and is retained until age 80 or 2 years after death and then destroyed. Employee Compensation record are retained forever.

RDA Number: 98/005

Related PR#: NCC HR 004

TBS Registration: 003732

Bank Number: NCC PPE 800

Corporate Information Inventory System (CIIS)/Employee Database

Description: This bank is a component of an on-line information holdings management system. This bank contains each employee's name, identification number and security clearance level.

Class of Individuals: NCC employees.

Purpose: The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance.

Consistent Uses: The information is used to safeguard designated and classified information.

Retention and Disposal Standards:

Employee information is deleted from the system immediately after the employee has left the NCC.

RDA Number: 01/009

Related PR#: NCC CIMS-A400

TBS Registration: 003664

Bank Number: NCC PPE 802

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Chapter 95

Particular Personal Information Banks

Academic Records - Students of the Royal Military College

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the: full name, service number and/or college number, student number when accessing files, and year(s) in attendance at Royal Military College (RMC).

Class of Individuals: This bank applies to students who are attending, or have attended the Royal Military College (RMC).

Purpose: The purpose of this bank is to maintain a record of academic results for students who are attending or have attended the Royal Military College (RMC). Files are used for administrative and statistical purposes and cover approximately 1000 students annually.

Consistent Uses: These results are used to view performance within the "academic pillar" of the College's four-pillar system, for statistical purposes, and to verify past performance should a member apply for PG studies at a later date.

Retention and Disposal Standards: Records are maintained indefinitely for historical purposes.

RDA Number: 98/005

Related PR#: DND RET 370

TBS Registration: 000212

Bank Number: DND PPE 844

Administrative Review Case Files

Description: This bank contains personal information on individuals who have been the subjects of administrative reviews related to Conduct, Misuse of Alcohol, Illicit Use of Drugs, Sexual Misconduct, Harassment, Family Violence and Abuse, and Racist Conduct, as well as information on administrative reviews related to Medical Employment Limitations. It includes documentation directly related to the individual's case from the initial incident report to the final decision, which formed the case file submitted to the Approving Authority. That same documentation was disclosed to the individual under procedural fairness at the time the administrative review was conducted.

Documentation may contain duly-vetted Military Police Investigation reports. Persons are identified by a service number, name and initials. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name and Service Number.

Class of Individuals: Members of the Canadian Forces.

Purpose: This information may be used by departmental authorities in answering applications for redress of grievances, appeals, and in determining eligibility for pensions. It is also used for research, planning, evaluation and statistical purposes.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: The records in this bank are kept at NDHQ for a minimum period of two years and are then transferred to National Archives where they will be kept indefinitely.

RDA Number: 98/005

Related PR#: DND CSA 520

TBS Registration: 000183

Bank Number: DND PPE 814

Alert Manning Personnel System (AMPS)

Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to CF Station Alert. Specifically, it contains the: gender, rank, Individual attach posting history, security clearance, member's present unit, service number, Military Occupation Codes and special qualifications. Records are accessible by providing: surname and initials and SN.

Class of Individuals: This bank applies to Communication Research (CommRsch291) and other commissioned and non-commissioned members of the CF.

Purpose: The purpose of this bank is to: ensure the military personnel are treated fairly and equally if required to be posted to CF Station Alert on a rotational basis, and use this information when posting military personnel to CFS Alert.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: All information is retained until such time as CFS Alert closes.

RDA Number: 98/005

Related PR#: DND PCA 630

TBS Registration: 002856

Bank Number: DND PPE 871

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are accessible by providing: Military Occupation Code, name, rank, service number, location and type and year of incident.

Class of Individuals: This bank applies to members of the CF.

Purpose: The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.

Consistent Uses: Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member.

Retention and Disposal Standards: The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada.

RDA Number: 98/005

Related PR#: DND PCA 630

TBS Registration: 000201

Bank Number: DND PPE 832

Cadet Instructors Cadre Personal Information Bank

Description: The bank consists of individual personnel documents and files, which contain personal information on officers of the Cadet Instructors Cadre (CIC). Contents include

enrolment documentation, letters of reference, educational documentation, route letters, course reports, CIC Career Transaction Forms, pay authorization documents, Performance Evaluation Reports, medical and dental plan information, employment information and personal information documents containing service number, rank, surname, given names, addresses, telephone numbers, dates of birth, marital status, next of kin, military service, honours and awards, language capabilities, etc. Personnel documents and files are accessible by providing service number, surname and given names.

Class of Individuals: This bank applies to officers of the Cadet Instructors Cadre (CIC).

Purpose: These personnel documents and files are maintained for the purpose of preserving administrative details of a CIC officer's career.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards:

Following the release of the CIC officer the unit holding the personnel documents and files will retain them for a period of three years at which time they are then forwarded to National Archives.

RDA Number: 98/005

Related PR#: DND MUD 565

TBS Registration: 004440

Bank Number: DND PPE 822

Canadian Forces Casualty Database

Description: This information bank, situated within National Defence Headquarters in Ottawa, contains records of serious injuries, illnesses and deaths of Canadian Forces members. This information is provided by individual Canadian Forces units for storage in a central database administered by the Department of National Defence and Veterans Affairs Canada Centre for Support of Injured and Retired Members and their Families. It is solely maintained by staff of the Department of National Defence.

Class of Individuals: Members of the Canadian Forces.

Purpose: Information in this bank is used by DND staff to ensure that seriously injured and ill members and their families are referred for assistance to any programs and services which may help them. In the case of death, the information is used to coordinate the provision of benefits to surviving family members, as well as to facilitate the tracking of grave sites of deceased CF members. In providing

assistance, personal information will be disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

Consistent Uses: Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence and leadership of the Canadian Forces for the purpose of problem identification. No other use is made of personal information unless authorized pursuant to the Privacy Act.

Retention and Disposal Standards: Files are not destroyed, but are transferred to the National Archives Personnel Record Centre one year after their last administrative use.

RDA Number: 2000/014

Related PR#: DND SGB 490 and DND PCA 630

TBS Registration: 005369

Bank Number: DND PPE 817

Canadian Forces Command and Staff College - Boards/Selection Processes

Description: This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing: full name, rank, Military Occupation Code, service number, also particulars of the board such as, year, location and name of the staff college.

Class of Individuals: This bank applies to CF officers.

Purpose: The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges.

Consistent Uses: To select officers to attend staff college.

Retention and Disposal Standards: Records are retained for two years for statistical purposes, and then destroyed.

RDA Number: 98/005

Related PR#: DND CSA 520

TBS Registration: 000190

Bank Number: DND PPE 821

Canadian Forces Drug Testing Program

Description: This bank contains: results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program, administrative details of all specimen collections, and career action on members who

produced validated positive test results. The records are accessible by providing: full name, initials, and place of testing (Unit Identification Code), and service number and date of test.

Class of Individuals: This bank applies to members of the CF Regular and Reserves.

Purpose: The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate: enforcement, and other administrative measures as prescribed in CFAO 19-21. preventative education, rehabilitation, and/or treatment.

Consistent Uses: Information on positive urine test results is retained by the Drug Testing Administration Cell for statistical purposes. It is shared in-house only with: career managers, medical/social councillors, military police, and the member's Commanding Officer (CO). It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21.

Retention and Disposal Standards: Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed.

RDA Number: 98/005

Related PR#: DND PCA 630

TBS Registration: 003172

Bank Number: DND PPE 890

Canadian Forces Employment Equity Program

Description: The bank contains personal information (Protected B) on members which is collected by means of a self-identification survey. Respondents are asked on a voluntary basis to identify whether or not they are a member of a designated group (Aboriginal person, visible minority, woman, or person with disability).

Class of Individuals: This bank applies to members of the Regular Force and Primary Reserves.

Purpose: The purpose of this bank is to provide documentation for the implementation of employment equity in the CF falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated group status.

Consistent Uses: The CF may collect data for statistical purposes. The information gathered will be used for institutional purposes in the CF Employment Equity program to: identify and eliminate employment barriers against persons in designated groups, and introduce temporary

special measures to ensure that designated groups participate in and are equitably represented in the CF, for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. This information is used to: compile a personnel profile of members; and compare the situation of designated group members with non-designated group members within the CF.

Retention and Disposal Standards: The data collected is maintained in perpetuity, in accordance with the Employment Equity Act. The actual forms are retained for five years and are then destroyed.

RDA Number: 98/005

Related PR#: DND MUD 565

TBS Registration: 003342

Bank Number: DND PPE 816

Canadian Forces Member Personal Information File

Description: This bank contains documents obtained upon enrolment/transfer to the Regular Forces and correspondence and documents relating to an individual's career, such as the: post-enrolment/transfer date information such as change of name, proof of change of name, citizenship, date and province of birth, marital status on enrolment, dependants' language of instruction preference, sex and year of birth of dependent children, enrolment medical profile, Change of Medical Category form CF 2088, career résumé, change of Reserve Service, Civil Convictions (except those for which pardons have been granted), consent to serve forms, course joining instructions, course reports, letters of commendation and awards, current statements of service, documentation regarding security/Personnel Reliability Program (PRP) clearance, previous service, Regional Social Work Officer reports, requests for compassionate posting, requests for special consideration, results of court marital, retirement option, regimental rebadging, Screenings for Overseas duty and/or Instructional/Recruiting duty, Statements of Understanding, uniform selection, educational certificates/reports of academic achievements, enrolment documents, release instructions and personal enquiries, remuster, leave preference at compulsory retirement age, letters of reference, notice of intended release, Personnel Selection Officer reports, messages,

posting/temporary duty promotion; re-engagement (and career development plans), Administrative Review decisions and recommendations, Delegated Authority, Documentation related to removal of acting provisions status on re-enrolment, applications for programs, promotion recommendations and approvals and records of flying time. This bank may also contain casualty documents. Records are retrievable by service number, name and date of birth.

Class of Individuals: This bank applies to members of the Regular component of the CF.

Purpose: The purpose of the electronic file is to maintain a record of significant information regarding service members necessary to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel from enrolment to retirement.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Records are retained for five years after release from the CF and then transferred to National Archives of Canada.

RDA Number: 98/005 and 2000/019

Related PR#: DND CSA 520

TBS Registration: 004249

Bank Number: DND PPE 818

Chaplain Service

Description: This bank contains the records of Chaplains in the CF as well as correspondence on subjects of interest and concern to them. Records are accessible by providing; full name, service number, rank, and denomination.

Class of Individuals: This bank applies to chaplains in the CF.

Purpose: The purpose of this bank is to be used as a guide to actions affecting chaplains and their work.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are destroyed after three years.

RDA Number: 98/005

Related PR#: DND CGP 470; DND CRC 485

TBS Registration: 000176

Bank Number: DND PPE 807

Command and Staff Course Student Files

Description: The bank contains: a record of all formal interviews with the student, assessments and gradings of written and

spoken assignments; assessments of performance during specific tutorial discussions; autobiographies; periodic overall performance assessments, and personal and administrative histories. Records are accessible by providing: full name, rank/title, and service number.

Class of Individuals: This bank applies to: Officers of the CF, DND civilians, and visiting foreign and Allied Officers.

Purpose: The purpose of this bank is to maintain a temporary file record of the observed performance of: CF officers, and visiting foreign, Allied officers who attend courses at the Canadian Forces College. The information is also used to provide transcripts of academic standing on CFC courses to requesting institutions. The bank is used to provide documented justification for the content of each student's formal course assessment.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are destroyed after ten years.

RDA Number: 98/005

Related PR#: DND RET 370

TBS Registration: 000211

Bank Number: DND PPE 843

Conflict of Interest and Post-Employment Code - Military

Description: This bank contains: Conflict of Interest Certification Documents; Confidential Reports of assets, liabilities, and participation in outside activities in accordance with DAOD 7021-1, Conflict of Interest; assessments, analyses and correspondence about actual potential and apparent conflicts between a member's private interests or holdings and his or her official duties and responsibilities; reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing: full name, rank/title, and service number.

Note: This impacts on a current CF member's or DND employee's ability to deal with a former senior member.

Class of Individuals: This bank applies to members of the: CF regular, and Reserves on full-time paid service.

Purpose: The purpose of this bank is to: enable designated officials to determine whether a CF member is in compliance with the conflict of interest compliance measures and whether a senior member or former senior member (as defined in DAOD 7021-2, Post Employment) is in compliance with the post-employment compliance measures; maintain

information required to implement the DAOD 7021 series; record actual, potential and apparent conflicts of interest and their resolution and/or any post-employment compliance action, and support decisions on administrative or disciplinary action if a conflict of interest exists.

Consistent Uses: There are no consistent uses associated with the personal information.

Retention and Disposal Standards: Records are retained by this department for the duration of employment plus two years, after which the records are destroyed.

RDA Number: 98/005

Related PR#: DND CSA 520

TBS Registration: 001966

Bank Number: DND PPE 864

Dental Records

Description: This bank contains assessments of dental fitness to perform duties as a serving regular member of the CF and records of active dental treatment. The data includes: comments and opinions, dental and medical histories, special dental and medical examinations, and tests. Records are accessible by providing: date of birth, full name, rank, and service number.

Class of Individuals: This bank applies to members of the CF.

Purpose: Dental records are: used for ongoing planning and provision of required dental treatment throughout an individual's career, and may also be used for forensic identification during and following service in the CF.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. One year after member's release from the CF, records are transferred to National Archives of Canada.

RDA Number: 98/005

Related PR#: DND DSD 510

TBS Registration: 004317

Bank Number: DND PPE 811

Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families

Description: This information bank, situated within National Defence Headquarters in Ottawa, contains records of information about clients and services provided to them. Clients are members and former members of the Canadian Forces and their families who have

contacted the Centre for assistance. The Centre is operated by the Department of National Defence, but also includes staff from Veterans Affairs Canada. Personal information is obtained directly from clients and from other government and private sector sources at the clients' request. Records may be received and retained on paper or other electronic media. The information is used to coordinate assistance to clients by answering their questions, referring them to other agencies, and in some cases providing services funded by the Centre. In some instances the Centre initiates contact with potential clients based on information collected in the Canadian Forces Casualty Data Base, which is also operated by the Centre. Records are accessible by providing: full name, rank/title, and service number.

Class of Individuals: Members and former members of the Canadian Forces and their families.

Purpose: Information in the bank is used by staff to identify programs and services to which clients may be referred for assistance, and for case management and documentation of assistance provided. In providing assistance, personal information is disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

Consistent Uses: Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence or Veterans Affairs Canada for the purpose of problem identification and program evaluation. Information may be shared with private sector organisations in a manner that does not identify individual clients, to assist in the development and operation of their programs and services for members and former members of the Canadian Forces. No other use is made of personal information unless authorized pursuant to the Privacy Act.

Retention and Disposal Standards: Files are destroyed five years after their last administrative use by the Centre.

RDA Number: to be determined.

Related PR#: DND SGB 490 and DND DND PCA 630

TBS Registration: 005370

Bank Number: DND PPE 824

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may include the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/CF members. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member.

Class of Individuals: This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits.

Purpose: The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada.

Consistent Uses: There are no consistent uses.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed.

RDA Number: 98/005

Related PR#: DND DEP 465

TBS Registration: 003267

Bank Number: DND PPE 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code.

Class of Individuals: This bank applies to: members of the CF, and dependants of members.

Purpose: The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are destroyed after two calendar years.

RDA Number: 98/005

Related PR#: DND CBD 450

TBS Registration: 000178

Bank Number: DND PPE 809

Human Resources Management Information System (HRMS)

Description: This bank is a single, integrated human resource (HR) information management system, designed using the PeopleSoft™ HR software that can be used by DND/CF members, employees and managers to support the regular, reserve and civilian components of the Department. The HRMS provides support to the following Military and Civilian HR processes: Assignment and Military Occupation Structure. Civilian Pay (pay & benefits/leave) maintains all data pertaining to the employee (such as address, employment situations, PRI, salary grad and step - Civ only); Priority Management position clearance requests and work force adjusted employees, and Staffing: maintains staffing related data (competition number, process, and candidate information human resources planning); maintains and tracks data pertaining to employment equity target groups; and measures participation in special development programs, data relating to the Civilian Reduction Program (CRP), employment records substitution availability, and Financial benefits and education benefits, Health and Safety, Recruitment, plus time away from home and Statement of Ordinary Residence for military members. Processes applicable to military and civilian maintains leave records as earned and used by employee; Position Management Process: position, section data, and Unit class, co-ordinates pertaining to the position, points, and the classification information such as class; and Personnel Administration: date and place of birth, dependants, duty location, educational level, engagement plan, former members of the Regular Force, marital status, medical category, military occupation, name, occupational qualifications, official languages updates (employee data, and Linguistics position), rank, service history for current, and service number. Serving Regular Force personnel may request individually from a local Enterprise User, a PRR, showing a resume of the data held on them or by viewing a web based system called Employee Member Access Application (EMAA). Records of members released from the CF are not subject to amendments.

Class of Individuals: This bank applies to: former and current members of the CF (Regular and Reserve), and Civilian employees of DND.

Purpose: The purpose of this transactional

data bank is to provide and verify information for those engaged in the management or administration of DND/CF personnel, at all levels of the Department including: APMS, Automated Posting Message System supporting Career Managers, ARCIS, Automated Rank Change Instruction System supports generation of promotion messages, CFSS for Organizational Changes, Output Products Reporting Database, FIS, Financial Information System, Great West Dental, ITMIS - Individual Training Management Information System, MBSS, Merit Board Support System application used to assist the conduct of military merit boards, OL Official Languages Interface OPDP, Officers Professional Development Program tracking system, PASS, Personal Administration Support System, PWGSC, Public Works Government Services Canada, SNAMS, Service Number Access Management System, SUEP, Subsidized University Education Program, SWE - Salary Wage Envelope, Universal Classification System IM Support. Records are accessible by providing: full name, and or service number, PRI or Enterprise Employee ID.

Consistent Uses: The information in this bank is used to: update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS), facilitate decision making on personnel matters, reply to requests for specific personnel data on a controlled basis, support the maintenance of common information such as qualifications, produce reports to managers in order to facilitate their decision making, and update Environmental Command Headquarters and Group Principle sub systems. The SIN is collected in accordance with the Income Tax Act and Unemployment Insurance Act for the purpose of managing and administering members' pay. The SIN is removed from HRMS after the first pay transaction is sent to CCPS.

Retention and Disposal Standards: Records are retained for a period of five years after the last administrative action. Records are then destroyed.

RDA Number: 98/005

Related PR#: DND MSD 785

TBS Registration: 004155

Bank Number: DND PPE 805

DSSPM - Clothing Online

Description: This bank contains: the Service Number (SN), Rank, Surname, First Name(s), Initials, Environment (Navy, Army or Air Force)

and Class of Service (only Primary Reserve and CIC) of all active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary Appointments. Clothing Online is a DND e-commerce/e-business based direct delivery project providing non-operational uniforms to DND members. All active Regular Force, Primary Reserve (Class A, B and C), CIC members, Supplementary Reserve (SR) and active members with Honorary Appointments are authorized personnel. The bank will also be used to maintain an individual's point system and clothing entitlement inventory. The data is stored on a secure database. When the data is accessed online it is in 'https' mode, in which 128-bit encryption (SSL) is invoked. Records are accessible by providing: full name, rank/title, and service number.

Class of Individuals: Active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary Appointments.

Purpose: The Bank's purpose is to maintain information on active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary appointments and act as a means to identify personnel authorized to use the Clothing Online product.

Consistent Uses: Identifying authorized individuals and the maintenance of individual point system and clothing entitlements inventories. Information (Rank and Environment only) will be used by DSSPM to produce statistical reports. The database will not be linked with any other system.

Retention and Disposal Standards: Records will be destroyed two-year after the last administrative action.

RDA Number: 98/001 and 2000/14

Related PR#: DND 18415

TBS Registration: 005349

Bank Number: DND PPE 829

Financial Assistance - Canadian Forces Personnel Assistance Fund (CFPAF)

Description: This bank contains applications for financial assistance from the Canadian Forces Personnel Assistance Fund. The bank also contains loan records and contracts. Records are available by providing date of birth, full name and service number.

Class of Individuals: This bank applies to

current and former CF Regular Force personnel and eligible members of the Reserves.

Purpose: The purpose of this bank is to maintain a file of past and present CF personnel who applied for and obtained financial assistance from CFPAF; loan accounts, current and archived and loan contracts.

Consistent Uses: The information is strictly used for the administration (management) of the financial assistance programme. Aside from this there are no other uses.

Retention and Disposal Standards: Loan records and accounts are destroyed seven calendar years after a loan is paid up and application files are destroyed after three calendar years of inactivity.

RDA Number: 98/005

Related PR#: DND PSB 405

TBS Registration: 005346

Bank Number: DND PPE 802

Financial Counselling - SISIP Financial Services

Description: This bank contains financial information with respect to Canadian Forces personnel who are financial counselling clients. Records are accessible by providing date of birth, full name and service number if applicable.

Class of Individuals: This bank applies to current members of the Canadian Forces.

Purpose: The purpose of this bank is to maintain a file on those individuals who are financial counselling clients.

Consistent Uses: The information is strictly used for the administration (management) of the financial counseling programme. Aside from this, there are no other uses.

Retention and Disposal Standards: Files on clients who have received loans are retained for two years after the file has been closed. The file is then destroyed. Files on clients who have not received any loans are destroyed when the counselling service has been completed.

RDA Number: 98/005

Related PR#: MDN PSB 405

TBS Registration: 005347

Bank Number: DND PPE 803

Financial Planning - SISIP Financial Services

Description: This bank contains applications for financial planning services, investment instructions and financial information with respect to our clients. Records are accessible by providing date of birth, full name and service number if applicable.

Class of Individuals: This bank applies to

current and former members of the Canadian Forces and Canadian Forces Personnel Support Agency employees.

Purpose: The purpose of this bank is to maintain a file on clients who are Financial Planning clients.

Consistent Uses: The information is strictly used for the administration management) of the financial planning programme. Aside from this, there are no other uses.

Retention and Disposal Standards: Records are destroyed seven years after the death of a client or cancellation of the services.

RDA Number: 98/005

Related PR#: DND PSB 405

TBS Registration: 005348

Bank Number: DND PPE 804

Harassment

Description: This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Records are accessible by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc.

Class of Individuals: This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace.

Purpose: The purpose of this bank is to: record information necessary for dealing with complaints of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to

address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved.

Consistent Uses: In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant if it is deemed appropriate to do so. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used relatively to a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable. The information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes.

Retention and Disposal Standards: Records are retained for five years after the last administrative action, archived for three additional years and then destroyed with the consent of the National Archivist.

RDA Number: 98/005

Related PR#: DND PCA 605, DND CSA 520 and DND CPS 600

TBS Registration: 003005

Bank Number: DND PPE 875

Human Resource Research and Evaluation Information Data Bank

Description: This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Education; Applicant plan; Applicant career preferences; Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application.

Class of Individuals: This bank applies to: Applicants to the CF, and serving and former members of the CF.

Purpose: The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection.

Consistent Uses: The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System - (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks.

Retention and Disposal Standards: CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely.

RDA Number: 98/005

Related PR#: DND PDB 360

TBS Registration: 000184

Bank Number: DND PPE 815

Identification and Access Control Cards

Description: This bank contains: photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names date of birth, Region and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities in the National Capital Region (NCR) by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible by providing SN/PRI and full name and date of birth.

Class of Individuals: CF members, civilian employees of National Defence, Allied Forces personnel and their dependants serving in Canada and contracted persons in the NCR.

Purpose: The purpose of this bank is to

maintain information relating to the issuance and cancellation of identification and NCR access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities in the NCR, and to provide for the security of DND employees and property.

Consistent Uses: Issuance of identification and NCR access control cards. Information may be used to produce reports for statistical analysis.

Retention and Disposal Standards:

Information related to access and egress of DND facilities in the NCR is collected solely for safety and security reasons and is retained for five years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed.

RDA Number: 98/001

Related PR#: DND MIS 085

TBS Registration: 003681

Bank Number: DND PPE 896

Insurance - Service Income Security Insurance Plan (SISIP)

Description: This bank contains applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP) for: all Regular Force, and Class C Reserve Force. The master policy is held by Maritime Life Assurance Company. The bank also contains: CF death notifications, and life claim forms submitted by claimants. Records are accessible by providing: date of birth, full name and service number.

Class of Individuals: This bank applies to current and former Regular Force and Class C Reserve Force members of the CF.

Purpose: The purpose of this bank is to maintain: a file of past and present CF personnel who have applied for SISIP and GOIP coverage; and a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the CF who are SISIP participants.

Consistent Uses: The information is strictly used for the administration management of the SISIP programme. Aside from this, there are no other uses.

Retention and Disposal Standards: Records are destroyed seven calendar years after death or cancellation of coverage.

RDA Number: 98/005

Related PR#: DND CBD 450

TBS Registration: 000177

Bank Number: DND PPE 808

Judge Advocate General's Files/Service Estates

Description: This file contains:

correspondence reflecting the names of estate beneficiaries, executors, court appointed administrators and legal counsel retained for estate administration purposes, financial records detailing monetary entitlements forming part of the military Service Estate; information pertaining to the disbursement of such monetary entitlements and personal effects, also forming part of the military Service Estate; subsequent correspondence between the Director of Estates and military units in relation to the collection, safeguarding and authorized shipment of the deceased's personal effects; correspondence between the Director of Estates and estate beneficiaries, executors, court appointed administrators and retained legal counsel reflecting the administrative process involved in distributing military Service Estates. Records are accessible by providing: date of death, full name, and service number.

Class of Individuals: This bank applies to deceased members of the Regular Force and Reserve Force, Class "B" or "C" on active service at the time of death.

Purpose: The purpose of this bank is to document Service Estate administration in relation to members of the CF who were on active service at the time of death.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: The files are held until all necessary action has been taken by the Director of Estates and are then transferred to National Archives of Canada.

RDA Number: 98/001

Related PR#: DND JAG 015

TBS Registration: 000220

Bank Number: DND PPE 856

La Relève Executive Feeder Group

Description: This bank is a single, integrated human resource (HR) database. Respondents voluntarily provide data on completed questionnaires which includes personnel data, work related data, official languages data, academic qualifications, professional accreditation, learning and development completed, ten-year employment history, areas of expertise, scope of experience and career aspirations over the next ten-year period.

Class of Individuals: This bank applies to civilians currently employed by DND.

Purpose: The database was created to present the Deputy Minister's Human Resources Committee (DM HRC) with a demographic profile of the EX-minus 1, EX-minus 2 and EX-minus 3 communities in the Department of National Defence (DND). This questionnaire was designed to provide departmental management, the DM HRC, with information to describe this pool and put into place the requisite developmental initiatives to prepare candidates for anticipated EX vacancies.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records will be destroyed two-year after the last administrative action.

RDA Number: 98/005

Related PR#: DND SGB 490

TBS Registration: 005114

Bank Number: DND PPE 861

Medical Professional Standards Register

Description: This bank contains: correspondence between Director General Health Services (DGHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals.

Class of Individuals: This bank applies to any or all CFMS personnel.

Purpose: The purpose of this bank is to maintain information on CF Medical Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action.

Consistent Uses: Information held in this bank may be disclosed to the CF Health Services Group (CF H Svcs Gp) professional-technical bodies, committees and investigators that review and investigate complaints about patient care, that determine whether a complaint is related to deficiencies of a systemic nature and/or problem with the competence and/or

conduct of a CF health care provider, or that review the credentials, references, experience and other requirements of all CF H Svcs Gp health care providers and recommend on privileges and scope of practice.

Retention and Disposal Standards: The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case.

RDA Number: 98/005

Related PR#: DND SGB 495

TBS Registration: 003960

Bank Number: DND PPE 898

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical care, including those at CF Hospitals. The data may include: comments, medical histories, opinions, and special medical examinations, and tests. Records of military members are accessible by providing: CF Hospital with dates of admission and discharge, full name, Military Occupation Code, date of birth, service number, and date of release. Dependant medical records are accessible by providing: name of serving member, the members service number, the dependant's name and date of birth, the CF hospital where treatment was provided and relationship to the serving member.

Class of Individuals: This bank applies to: members of the CF, dependants of serving members, others entitled to CF medical care as well as former members of the CF.

Purpose: The records serve as a reference source for medical treatment and career medical/administrative/pension decisions, and as a data source for occupational and population health activities.

Consistent Uses: Information held in this bank may be disclosed to a Summary Investigation into the death or injury of an individual where either a Summary Investigation or a Board of Inquiry is required by the Queen's Regulations and Orders for the Canadian Forces, to a Board of Inquiry, the Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. Information in this bank may also be disclosed to health care workers for the purpose of providing medical care, and to

appropriate personnel within Veterans Affairs Canada for the purpose of assessing and administering claims made under the Pension Act. In fulfillment of the necessary occupational and population health functions, information in this bank may be disclosed to responsible members of the Surgeon General Professional Technical network for the purpose of reviewing the health status of or care provided to an individual or specified group. Relevant results of the analysis of the health status of or standard of care provided to groups of individuals may be provided to the individuals involved and / or to responsible DND / CF authorities.

Retention and Disposal Standards: One year after a member's release, records are transferred to National Archives of Canada. These records remain under the control of DND for a total of five years whereupon they become the responsibility of NAC.

RDA Number: 98/005

Related PR#: DND SGB 490

TBS Registration: 004316

Bank Number: DND PPE 810

CSE Mentor Program

Description: This bank contains personal information voluntarily given by mentors and proteges within the Communication Security Establishment (CSE). It includes name, education, training, goals and personal opinions. It may also include resumes, work and experience histories, reviews and statistics of the mentoring program as well as individual reviews and updates of a mentor or protege.

Class of Individuals: Employees of CSE.

Purpose: This information is maintained to provide documentation for the planning, administration and operation of the mentor program.

Consistent Uses: To register the participation of mentors and proteges. To plan, administer, report on and evaluate the mentor program. To develop and maintain a catalogue of available mentors and what they have to offer.

Retention and Disposal Standards: These records will be destroyed six months after an employee has withdrawn from the program.

RDA Number: 97/003

Related PR#: Not available.

TBS Registration: 000439

Bank Number: DND PPE 820

Merit Award Program

Description: This bank contains: minutes of meetings, personal data of nominees,

regulations governing the Merit Award Program, rules, and statistics and employee employment records. Records are accessible by providing: date of birth, date of nomination and/or award, full name, Military Occupation Code, and rank.

Class of Individuals: This bank applies to: military personnel, and civilian employees of DND.

Purpose: The purpose of this bank is to administer DND Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command or Group Merit Award Committees.

Consistent Uses: Social insurance number and mailing address are required for: award cheque requisitioning through the Department of Public Works and Government Services, and for income tax purposes by the Canada Custom and Revenue Agency, pursuant to the Income Tax Act.

Retention and Disposal Standards: Records are destroyed after three calendar years.

RDA Number: 98/005

Related PR#: DND ESD 045

TBS Registration: 000195

Bank Number: DND PPE 826

History, Heritage and Honours

Description: This bank contains: listings of personnel who have received military honours and awards, and certain limited military ceremonies concerning: buildings, freedom of cities, Governor General, royalty, ships and related activities such as unit commemorative events. Records are accessible by providing: date and event concerned, date of birth, full name, and rank and Military Occupation Code.

Class of Individuals: This bank applies to members of the CF and civilian employees of DND.

Purpose: The purpose of this bank is to establish and maintain a record of: certain limited Department of DND ceremonial activities, primarily of a military nature, and honours and awards accorded to members of the CF.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are retained for five calendar years and then transferred to National Archives of Canada.

RDA Number: 98/005

Related PR#: DND DOC 420; DND DOC 445

TBS Registration: 000192

Bank Number: DND PPE 823

Military Personnel - Grievance File

Description: This bank constitutes a record of applications for: redress of grievances submitted, and the decisions made in respect of those grievances. Records are accessible by providing: Military Occupation Code, name, rank, service number, and year of grievance.

Class of Individuals: This bank applies to members of the CF.

Purpose: The purpose of this bank is to record: applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act, and the decision made in respect of those grievances.

Consistent Uses: This information is used in investigation, by the CF, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject.

Retention and Disposal Standards: The files are destroyed five years after last administrative action.

RDA Number: 98/005

Related PR#: DND PCA 630 and DND CSA 520

TBS Registration: 000200

Bank Number: DND PPE 831

Military Police Credential Review Board Data Bank

Description: This MPCRB bank and corresponding files contain personal information on individuals who have been involved in complaints against or by the Military Police or its members. The data bank records progress made in the sequence of events required for the completion of the MPCRB process. The bank includes the MPCRB Administrator's notes, an overview of allegations; decisions regarding the suspension of Military Police personnel; investigation and court results; unit recommendations; the MPCRB decision or recommendation to CFPM as well as any terms and conditions that may apply. The bank cross-references to the appropriate Professional Standards Investigation and Military Police Investigation Case File (Security and Military Police Information System (SAMPIS)) if applicable. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address and service number or civilian (PRI) number.

Class of Individuals: The bank applies to Military Police but may include information on others (ie military police investigation reports).

Purpose: The purpose of this bank is to document the progress of monitored and suspended cases as well as maintaining a historical database for concluded files.

Consistent Uses: The Deputy Provost Marshal Professional Standards reviews the contents monthly to observe progress on monitored and suspended files. It may also be used for research, evaluation and statistical purposes. Collected information is used at Board convenings. Some information is passed to D Mil C 5 for career managing purposes.

Retention and Disposal Standards:

Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.

RDA Number: 2000/014

Related PR#: DND MIS 085 and DND PCA 630

TBS Registration: 005371

Bank Number: DND PPE 833

Military Police Investigation Case Files

Description: This bank contains personal information pertaining to individuals who have been involved in an incident, investigated by the Military Police (or brought to the attention of the Military Police by another police service). Military Police Investigation Case Files may include such personal information as names, addresses, telephone numbers, dates of birth, citizenship, PRI number, service number, marital status, ethnicity and/or distinct physical markings. Records are accessible by providing: full surname and given names, location and date, Service Number or Personal Records Identifier (not mandatory), and type of incident or offence.

Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and members of the public involved in an incident on DND establishments (it also applies to persons Subject to the Code of Service Discipline who have been involved in an incident off DND establishments, investigated by a competent investigative authority and where the information has been made known to the Military Police).

Purpose: This information is used to assist in the determination of whether a criminal or service offence has been committed and to

provide the results of Military Police investigations to the appropriate departmental (DND) authorities.

Consistent Uses: Information contained in Military Police Investigation Case Files may be used to support: other investigations, both by the Military Police and by other legitimate law enforcement agencies in the detection, prevention and suppression of crime generally, disciplinary measures, appeals, civil actions, pensions, criminal injuries compensation, career review, research, security and reliability screening, and statistical purposes and evaluations.

Retention and Disposal Standards: All incidents designated as Protected B and generated after 2001 on the Security and Military Police Information System (SAMPIS) are retained indefinitely. In addition, significant incidents designated as Protected B and generated after 1994 are also retained indefinitely. Prior to 1994, hard copy records of files that were held at NDHQ that were classified/designated higher than Protected B and deemed to be of significance were transferred to National Archives after 5 calendar years. Some records may be retained for a longer period: if judged to be of archival value, or if deemed to be of historical value to DND. Files not deemed to be of significance were held outside NDHQ and were destroyed two years after the last administrative or judicial use.

RDA Number: 2000/014

Related PR#: DND MIS 085

TBS Registration: 000203

Bank Number: DND PPE 835

Military Postgraduate Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: course loading authorization (CLA), request reference course start and end dates, course title, date assigned, date thesis received, FMS/WCN numbers (applicable to US military courses), name and location of institution, program type, Member's: military occupation code and description, name and initials, obligatory service completion date, occupation speciality qualification code, posting date and message rank, service number, target position in establishment Financial: estimated total cost file and CLA numbers, financial planning code (GRC) training source category. Records are accessible by providing: course title and program type, full name, Military

Occupation Code, name and location of the institution where training was received, rank, and service number.

Class of Individuals: This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada.

Purpose: The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards:

Computer records are retained indefinitely for statistical purposes.

RDA Number: 98/005

Related PR#: DND RET 370

TBS Registration: 003269

Bank Number: DND PPE 878

Minutes of Proceedings of Courts Martial

Description: The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies. Records are accessible by providing: surname and initials, year and place of court martial and, when applicable, the rank of the accused.

Class of Individuals: This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act.

Purpose: These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards:

Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAG/DMP. Records are never destroyed.

RDA Number: to be determined.

Related PR#: DND JAG 035

TBS Registration: 000199

Bank Number: DND PPE 830

National Defence Fingerprint File

Description: The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of: birth, engagement and fingerprinting; occupation or

trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by providing full name, service number (SN)/civilian (PRI) number, date of birth and, as proof of identity, one rolled fingerprint done in black ink, indicating which finger and hand.

Class of Individuals: Members of the Canadian Forces: civilian employees of National Defence and Allied Forces personnel serving in Canada.

Purpose: This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace.

Consistent Uses: Used for identification purposes only.

Retention and Disposal Standards: Records of members of the CF, and civilian employees of DND are retained by the department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada.

RDA Number: 98/001

Related PR#: DND MIS 085

TBS Registration: 000170

Bank Number: DND PPE 801

Non-Public Fund (NPF) Employee Personnel Records

Description: This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment.

Class of Individuals: This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency.

Purpose: The purpose of this bank is to store employee information related to employment, benefits and pensions.

Consistent Uses: Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation).

Retention and Disposal Standards: Files are currently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are maintained until death of the pensioner or his survivor and are held for two years after the last administrative action.

RDA Number: 98/005

Related PR#: DND PSB 385

TBS Registration: 005115

Bank Number: DND PPE 865

Officer Boards for Academic Enhancement and Specialist Training Plans

Description: This bank contains the annual boards for Post Graduate Training and for: University Training Plan (Officers); Initial Baccalaureate Degree Programme (IBDP); and Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans (MPLANS). Each board may contain: any resulting postings, lists of the officers selected, letters of disposition to each applicant, Post Graduate Training Board lists for those found suitable, alternates and those not selected, proceedings, and findings, and selection criteria. Records are accessible by providing: full name Military Occupation Code, particular plan, rank, service number, and year of application.

Class of Individuals: This bank applies to officers of the CF who have made application for the training plans listed.

Purpose: The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plan.

Consistent Uses: Used to select from officers found suitable for training and to assign them to training under a given plan.

Retention and Disposal Standards: Records are retained for statistical purposes for three calendar years and then destroyed.

RDA Number: 98/001

Related PR#: DND CSA 520

TBS Registration: 002273

Bank Number: DND PPE 848

Pay Records File

Description: This bank enables the Central Computation Pay System (CCPS) and the Revised Pay System for the Reserves (RPSR) to determine and record pay entitlements and applicable deductions. The bank contains: acquittance roll payments, third party pay allotments, including documentation concerning compulsory payments, CPP and Employment Insurance (EI) contributions, deductions such as Income Tax, hospital and medical plan premiums and pension contributions and records of their pay and allowances entitlements and attendance for the reserves. Records are accessible by providing: full name and service number.

Class of Individuals: This bank applies to members of the CF (Regular and Reserve).

Purpose: The purpose of this bank is to: record the individual pay records for members of the CF (Regular and Reserve services), administer the recovery of debts owed to the Crown by designated agents of DND, for statistical research information, gather, plan, implement and evaluate government personnel policies relating to pay and allowances.

Consistent Uses: Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to: the Departments of Public Works and Government Services Canada and National Revenue (Taxation), and designated agents of DND (e.g. collection agencies, Department of Justice).

Retention and Disposal Standards: The Master Pay Records for the regular force member were microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. Printed copies of records prior to 1976 are not available at this time but provisions will be made to permit viewing of records.

RDA Number: 98/005 and 96/024

Related PR#: DND FSB 765

TBS Registration: 003788

Bank Number: DND PPE 858

Pension File

Description: The bank contains: copies of vital statistics of serving CF members and their dependants, pension election forms, pension observations and correspondence concerning

pensions, proof of prior service and payment information, division of pension information and information on deaths of former members and payment information on survivors. Records are accessible by providing: full name, and service number.

Class of Individuals: This bank applies to members of the CF and survivors.

Purpose: The purpose of this file is to: determine superannuation benefits for members of the CF (Regular) upon release, and gather statistical research information for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.

Consistent Uses: Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the: Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, and Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return.

Retention and Disposal Standards: Records are retained by Director Accounts Processing, Pay and Pensions until the member is released, at which time they are forwarded to National Archives of Canada

RDA Number: 98/005 and 96/024

Related PR#: DND FSB 765

TBS Registration: 000223

Bank Number: DND PPE 859

Performance Evaluation Report File

Description: This bank contains: Performance Evaluation Reports. Records are accessible by providing: date of release if applicable, full name and service number.

Purpose: The purpose of this electronic bank is to: maintain a record of performance on the job and determine on a continuing basis the relative merit/suitability of members for: other management administrative decisions, promotion, release, retention, and training.

Class of Individuals: This bank applies to: members of the Regular Force and members of the Reserve Force on Class C service.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Records are: retained for five years after the individual's release, and then transferred to National Archives of Canada

RDA Number: 98/005 and 2000/019

Related PR#: DND CSA 520

TBS Registration: 000206

Bank Number: DND PPE 838

Personnel Files - Training

Description: The files contain: appearance, personal particulars, records of performance during the course, and records regarding personal behaviour. Records are accessible by providing: course attended, full name, Military Occupation Code, rank, school where course was taken, and service number.

Class of Individuals: This bank applies to members of the CF.

Purpose: The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students.

Consistent Uses: Information may be used to substantiate qualifications.

Retention and Disposal Standards: Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at CF Leadership and Recruit School, Saint-Jean, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada.

RDA Number: 98/001

Related PR#: DND RET 370

TBS Registration: 000210

Bank Number: DND PPE 842

Personnel Security Investigation File

Description: This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and security/reliability analyses. Details of CSIS investigations are maintained in a CSIS bank. This bank contains personal information about the individual: his or her immediate family, the

names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. Records are accessible by providing: date of birth, given names, and surname. Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired.

Class of Individuals: This bank applies to: Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check.

Purpose: The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada. Additionally, for those individuals who were reliability screened, information in support of these assessments is held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band.

Consistent Uses: Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes.

Retention and Disposal Standards: All security clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the

file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years and are then destroyed.

RDA Number: 98/001

Related PR#: DND PCA 630, DND CSA 520 and DND MIS 085

TBS Registration: 004010

Bank Number: DND PPE 834

Personnel Selection Officer (PSO) Training Files

Description: This bank contains academic qualifications, biographical data, letters of appreciation, posting and promotion messages, records of special employment or experience and reports on: courses, in- and out-service speciality training, on-job-training, post-graduate courses, professional development courses. Records are accessible by providing: name, rank, and service number.

Class of Individuals: This bank applies to Personnel Selection Officers of the Regular and Reserve Forces.

Purpose: The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards:

Information is retained until the individual reaches compulsory retirement age or the rank of Colonel at which time the records are destroyed.

RDA Number: 98/005

Related PR#: DND CSA 520

TBS Registration: 003268

Bank Number: DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces

Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. Records are accessible by providing: full name, location of the interview, and service number.

Class of Individuals: This bank applies to:

members of the CF, members of other armed forces attached or seconded to the CF, dependants of CF members serving outside Canada, and members of the civilian component of the CF and their dependants serving outside Canada.

Purpose: The purpose of this bank is to document the provision of personal legal advice by legal officers of the CF to individuals identified in the application block.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: The files are destroyed after two years.

RDA Number: to be determined.

Related PR#: DND JAG 015

TBS Registration: 000221

Bank Number: DND PPE 857

Provision of Legal Counsel at Public Expense

Description: This bank contains information concerning applications by military personnel and civilian employees of DND who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Indemnification of and Legal Assistance to Crown Servants. Records are accessible by providing: full name; SN/PRI, and DOB.

Class of Individuals: This bank applies to: CF members, and civilian employees of DND.

Purpose: The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are retained for six calendar years from when the file is closed. Files are then transferred to National Archives of Canada.

RDA Number: to be determined.

Related PR#: DND JAG 015

TBS Registration: 003982

Bank Number: DND PPE 897

Public Key Infrastructure (PKI) Service Request Forms

Description: This bank contains: surname, given names and initials, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI) (civilian) / building pass number (contractor/casuals) including expiry date, organization, building / location, office telephone, fax number, SMTP Address, security clearance including expiry date and supervisor's

name, signature and telephone number. The bank also contains the type and number of the identification provided to receive the service requested (one or two of: department ID, driver's licence, birth certificate, passport, citizenship card, provincial health card). The information is collected by means of a Service Request Form. Records are accessible by providing SN/PRI and full name. Records are accessible by providing: full name, service number or PRI number and place of employment.

Class of Individuals: CF members, civilian employees of National Defence as well as contractors and casual employees requiring PKI services.

Purpose: The purpose of this bank is to maintain information relating to the PKI services such as issuance, recovery, revocation, deactivation, reactivation, name change, etc. The information is used to provide auditable proof of identity of all PKI users requesting and receiving PKI services.

Consistent Uses: Forms will only be used for the auditing of adherence to system procedures or for the resolution of disputes or legal issues with respect to activities conducted with the PKI.

Retention and Disposal Standards: All records are securely stored in a central repository in Ottawa, and are retained for two years after the individual is released from the Department and are then destroyed.

RDA Number: 98/001

Related PR#: DND PCA 630

TBS Registration: 005368

Bank Number: DND PPE 813

Requests from and Disclosures to Investigative Bodies

Description: This bank maintains a record of all: requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act, and replies to such requests and information related to their processing. Records are accessible by providing: service number or PRI number, classification or Military Occupation Code, full name and rank.

Class of Individuals: This bank applies to: members of the CF, and civilian employees of DND.

Purpose: The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner.

Consistent Uses: Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Retention and Disposal Standards:

Information is destroyed two years after date of last correspondence.

RDA Number: 98/005

Related PR#: DND PCA 610

TBS Registration: 000218

Bank Number: DND PPE 854

Sea, Army and Air Cadet Personnel Files

Description: This bank contains: form CF 1158 - Application for Membership in the Canadian Cadet Organizations, form CF 51 - Application and Approval - Cadet Activities (Employment - Course - Exchange), form CF 910 - CF Statement of Medical Fitness Cadet Applicant, (discontinued - content included in form CF 1158) form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). The above forms are contained in and records are kept on CF 1398 - Certificate of Service - for Royal Canadian Sea Cadets; DND 1888 - Record of Service - for Royal Canadian Army Cadets; and CF 1322 - Record of Service and DND 1964 - Cadet Information Sheet - for Royal Canadian Air Cadets. Records are accessible by providing: full name, date of birth, service number, and number, title and location of Corps or Squadron.

Class of Individuals: This bank applies to the members of the Sea, Army and Air Cadets.

Purpose: The purpose of this bank is to: maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in Queen's Regulations and Orders for the Canadian Cadet Organizations (QR (Cadets)), from the application date until the cadet leaves the Organization.

Consistent Uses: The personnel file is used for the cadet's progression within the organization. Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act, when a cadet is employed as a staff cadet.

Retention and Disposal Standards: The original Cadet Personnel File is provided to the cadet upon release from the Cadet

organization. A complete Record of Service is photocopied and is retained by the cadet unit for a minimum of 5 years and then may be destroyed.

RDA Number: 98/005

Related PR#: DND RCS 340

TBS Registration: 000207

Bank Number: DND PPE 839

Selection Boards for the In-Service Commissioning Plans

Description: This bank contains the selection boards for the following officer production as administered by Director General Military Careers (DGMC): Commissioning From the Ranks Plan (CFRP) and the Special Requirements Commissioning Plan (SRCP) starting in 1986. The following plans are administered by Canadian Forces Recruiting Group Headquarters; Officer Candidate Training Plan Military (OCTPM); Special Commissioning Plan (SCP) and University Training Plan Non-Commissioned Members (UTPNM). Each contains copies of the Board's proceedings, findings and notifications to candidates for the preceding year. Records are accessible by providing: full name, service number, rank, Military Occupation Code (at the time), specific plan and year of application, nomination or selection, and year of request.

Class of Individuals: This bank applies to Non-Commissioned Members of the CF who: have applied for UTPNCM, SCP or OCTPM; have been nominated for CFRP, or have been selected for SRCP.

Purpose: The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Board reports are retained for 20 years for statistical purposes, and then destroyed.

RDA Number: 98/001

Related PR#: DND CSA 520

TBS Registration: 002272

Bank Number: DND PPE 847

Selection Board and Supplementary Selection Board Results

Description: There are three sources of information in this bank: Selection Board Reports, Selection Listings for Promotion and Terms of Service (TOS), and Supplementary Selection Board Results. Selection Board Report: includes information in the form of:

findings and recommendations, and scoring criteria for promotion and terms of service. Selection Listing for promotion and TOS includes information on each eligible individual: TOS Selection List includes: Service number, surname and initials, UIC URS, element TOS score/standing, MOC. Promotion Selection List includes: promotion position, rank, service number, surname, and initials, MOC, Second Official Language Profile and UIC. Supplementary Selection Board: includes: comparison scoring between randomly selected files, information in the form of scoring criteria duplicated from the applicable original Selection Board, and that of member(s) eligible for Supplementary Board review. Information on the President and Members of a given Selection Board such as: approving authority signature, date the Personnel Board Report was prepared and signed by convening members, service numbers, surnames, and initials. Annexes to this source include personal information regarding: selection list reduction report if applicable, non-promotability, non-suitability for terms of service, and Personnel Evaluation Report discrepancies. Findings are in the form of promotability, and suitability for terms of service. Records are accessible by providing name, initials, and rank, MOC, SN, and year of board.

Class of Individuals: This bank applies to members of the CF (Regular Forces Personnel).

Purpose: The purpose of this bank is to: record Selection Listings, and information contained within the Personnel Board Report resulting from the deliberations of a convened Selection Board. The Selection Boards are convened to establish a Promotion Listing and a Terms of Service Listing. Supplementary Boards are ordered to ascertain promotability and suitability for Terms of Service in specific cases. Information resulting from the convened Selection Boards/Supplementary Boards is used for: attendance on courses, and to determine suitability for employment, conversion of terms of service, and promotion selection.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards: Records are retained for a period of 10 years. These and future records will be retained for a period of 10 years in microfiche, hard copy, or electronic format for statistical and promotional purposes and will then be destroyed.

RDA Number: 98/001

Related PR#: DND CSA 530

TBS Registration: 004049

Bank Number: DND PPE 899

Service Prison and Detention Barrack Records

Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern: admission, discharge, discipline, maintenance of personal property, and sentence remission. Records are accessible by providing: dates of incarceration, detention identification number, name, place, and service number.

Class of Individuals: This bank applies to individuals who are or have been incarcerated in military service prisons and detention barracks.

Purpose: The purpose of this bank is to: assist in the calculation of, the decision-making process respecting, the number of days remission earned by an inmate, control the administrative and legal documents respecting an individual's incarceration, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, and record any disciplinary measures taken.

Consistent Uses: There are no other consistent uses.

Retention and Disposal Standards:

Documents in this information bank are destroyed two years following their last administrative use.

RDA Number: 98/001

Related PR#: DND PCA 630

TBS Registration: 001765

Bank Number: DND PPE 863

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. Records are accessible by providing: interviewer (if possible), member's full name, Military Occupation Code, place and date of interview(s), rank, and service number.

Class of Individuals: This bank applies to members of the CF and members of their immediate families.

Purpose: The purpose of this bank is to assist the social work officer in professional treatment and case management.

Consistent Uses: Within the parameters of CF Medical Order 8-02, information concerning

members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer.

Retention and Disposal Standards: Files are destroyed five calendar years after the case is closed.

RDA Number: 98/005

Related PR#: DND PSB 405

TBS Registration: 000181

Bank Number: DND PPE 812

Squadron Personnel File - Officer Cadets

Description: The Squadron Personnel File contains: reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; and administrative and disciplinary decisions. Ex students of the Royal Military College, files are accessible by providing the: full name, service number and/or college number, and year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Student Files are accessible upon proper identification while the student is in attendance.

Class of Individuals: This bank applies to officer cadets attending the Royal Military College.

Purpose: The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending at the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis.

Consistent Uses: No other consistent uses.

Retention and Disposal Standards: After graduation, records are maintained at the college for five years and then destroyed.

RDA Number: to be determined.

Related PR#: DND RET 370

TBS Registration: 000213

Bank Number: DND PPE 845

Suggestion Award Program

Description: This bank contains: documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data, regulations governing the

Suggestion Award Program, and rules.

Records are accessible by providing: date of suggestion and/or award, file number or subject of suggestion, full name, and originating Command or Base Suggestion Award Committee.

Class of Individuals: This bank applies to: members of the CF, and civilian employees of DND.

Purpose: The purpose and use of this bank is to administer DND Suggestion Award Program.

Consistent Uses: Social insurance number and mailing address are required for award cheque requisitioning through the Department of Public Works and Government Services Canada, and for income tax purposes by the Canada Customs and Revenue Agency, pursuant to the Income Tax Act.

Retention and Disposal Standards:

Suggestion that are accepted which results in awards under \$1000 are destroyed after three calendar years. Suggestions that are accepted which results in awards \$1000 or over are destroyed after five calendar years.

Suggestions that have been declined for adoption will be protected for a twelve-month period and will be destroyed after three calendar years.

RDA Number: 98/001

Related PR#: DND ESD 045

TBS Registration: 000194

Bank Number: DND PPE 825

Unit Military Personnel Bank

Description: This bank contains: birth certificates, course reports, conduct sheets, divorce orders (nisi and absolute), proof of change of name, citizenship, dependants birth certificates, dependants' language of instruction preference, change of medical category form CF2088, civil convictions (except those for which pardons have been granted), consent to serve forms, enrolment documents, general employment information, marriage certificates, Physical Fitness Evaluation Envelopes, separation agreements, Statements of Ordinary Residence, document regarding security, previous service, request for compassionate posting, requests for special consideration, results of court martial, screening for overseas duty, statement of understanding, uniform selection, educational certificates/reports of academic achievements, personnel selection officer reports, messages posting/temporary duty course reports, letter of commendation and award, promotion, re-engagement, administrative review decisions and

recommendations. It may contain: documentation concerning compulsory payments, Personnel Evaluation and Reports on Reservists. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing: full name, rank, service number, and Unit.

Class of Individuals: This bank applies to: serving members of the CF; and serving members of the Reserve Force.

Purpose: The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units.

Consistent Uses: Pursuant to the Canada Elections Act, lists of CF electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit.

Retention and Disposal Standards: Once a member is released from the Regular Force, this bank is amalgamated in electronic format into the "CF Member Personal Information Files" (Info Bank DND PPE 818). Records are transferred to National Archives of Canada for members of the CF - Regular Force five years after release and for the CF- Reserve Force three years after release. Records are then placed in data bank NA PPE 716.

RDA Number: 98/005 and 2000/019

Related PR#: DND CSA 520

TBS Registration: 000204

Bank Number: DND PPE 836

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Workplace Day Care

National Energy Board

Chapter 96

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Standard Personal Information Banks

Please see the INTRODUCTION to this

publication for the definition of Standard Banks and a description of their contents.

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National Farm Products Council

Chapter 97

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Discipline

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

National Film Board of Canada

Chapter 98

Particular Personal Information Banks

Employees of the National Film Board of Canada

Description: This particular bank of information contained files with medical histories, special medical examinations, tests, clinical opinions and reports on employees. It could also contain notes from doctors and nurses and tests results that were done in the workplace or outside the National Film Board. It could also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor.

Class of Individuals: Current or former National Film Board employees.

Purpose: To permit a medical follow-up to the

employee and in matters of work related accidents.

Consistent Uses: The medical files were kept for the purposes of the employee Health Unit and were on no account used to determine employability. The information it contained was never transmitted to any other organization or employer.

Retention and Disposal Standards: The employee's medical files were kept by the NFB Archives Section since the closing of the Health Unit in 1998. These files were destroyed in 2004.

TBS Registration: 004256

Bank Number: NFB PPE 005

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Employee Personnel Record

Grievances

Occupational Safety and Health

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National Gallery of Canada

Chapter 99

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Performance Reviews and Employee Appraisals

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National Parole Board

Chapter 100

Particular Personal Information Banks

Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals.

Class of Individuals: Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract.

Purpose: The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably.

Consistent Uses: The information is used to support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: The information in this bank is destroyed two years after it was last used for an administrative purpose.

RDA Number: 98/001

Related PR#: NPB NPB 005

TBS Registration: 002100

Bank Number: NPB PPE 801

Harassment

Description: This bank contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records

include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents, records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Records. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Employees of the National Parole Board and other persons working for the public service.

Purpose: The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals

may be used to analyze trends and share information with persons working in the prevention and resolution of harassment.

Retention and Disposal Standards: Records are destroyed five years after the most recent administrative activity in relation to an individual case.

RDA Number: 98/005

Related PR#: NPB NPB 005

TBS Registration: 005252

Bank Number: NPB PPE 805

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Training and Development

National Research Council Canada

Chapter 101

Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their

official duties.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on

transfers, discipline and termination of employment.

Retention and Disposal Standards: Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed.

RDA Number: 98/005

Related PR#: NRC EXE 010

TBS Registration: 000959

Bank Number: NRC PPE 801

Equipment Loan

Description: This bank contains information on loans of material.

Class of Individuals: Researchers, contractors, staff.

Purpose: The bank provides a record of the loans made to researchers, contractors and staff.

Consistent Uses: None

Retention and Disposal Standards: Records are retained for one year after the return or disposal of equipment, after which the records are destroyed.

RDA Number: 99/003

Related PR#: NRC SPR 909

TBS Registration: 005318

Bank Number: NRC PPE 806.

Scientific Integrity – Investigations

Description: This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee.

Class of Individuals: Employees of the National Research Council.

Purpose: The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings.

Consistent Uses: To support decisions on disciplinary actions which may arise as a result of an investigation.

Retention and Disposal Standards: Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed.

RDA Number: 98/005

Related PR#: NRC EXE 010

TBS Registration: 003699

Bank Number: NRC PPE 805

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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National Round Table on the Environment and the Economy

Chapter 102

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Natural Resources Canada

Chapter 103

Particular Personal Information Banks

Assignments Program – (CLOSED)

Description: This bank relates to personal information on applicants to the Program, on types of assignments offered, and on performance of assignees.

Class of Individuals: Public Service employees who have registered in the Program.

Purpose: The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program.

Consistent Uses: No consistent use of this information is intended.

Retention and Disposal Standards: Files are destroyed three years after the end of the assignment.

RDA Number: 98/005

Related PR#: NRCan CSS 790

TBS Registration: 003309

Bank Number: NRCan PPE 811

CANMET Management Information System (CLOSED)

Description: Name, PRI, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees.

Class of Individuals: Employees of the Mineral and Metals Sector.

Purpose: To record assets such as computers and equipment in the custody of employees.

Consistent Uses: To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords.

Retention and Disposal Standards: Information is retained for two years following the last administrative use then destroyed.

RDA Number: 98/005

Related PR#: NRCan DEX 007

TBS Registration: 003370

Bank Number: NRCan PPE 807

Crown-owned Living Accommodation

Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status and number of children. Also contains the amount of rental and the dates of occupancy.

Class of Individuals: Departmental employees.

Purpose: Information is used to administer accommodation requirements and the collection of rental deductions.

Consistent Uses: Linked to Department of Public Works PWC PPU 020.

Retention and Disposal Standards:

Individual files are retained for two years after the occupants vacate the premises, then destroyed.

RDA Number: 98/001

Related PR#: NRCan CSS 730

TBS Registration: 000408

Bank Number: NRCan PPE 802

Departmental Computer-Assisted Facilities Management System (Closed)

Description: Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number.

Class of Individuals: Departmental employees.

Purpose: Information is used to manage accommodation and forecast space usage by category of employee. All necessary employee information is retrieved from the Human Resources Management System (PeopleSoft).

Consistent Uses: No consistent use of this information is intended.

Retention and Disposal Standards: The information will be held for two years after the last administrative action, then destroyed.

RDA Number: 98/005

Related PR#: NRCan CSS 790

TBS Registration: 003332

Bank Number: NRCan PPE 813

Departmental Credit Card Holder Master File

Description: This information bank relates to the departmental financial system containing information about departmental employees who are custodians of a government acquisition card eg. Mastercard, Visa, etc. The information gathered by employee is credit card account number, card holder's name and their PRI Number. This data bank is then used by cardholders to record and reconcile purchases they've made for the department using their acquisition card. As a safeguard, the PRI is

used as the employee's account number in lieu of the credit card number for data input and access. The PRI number is not displayed, printed or distributed for any other use.

Class of Individuals: Authorized employees of the department.

Purpose: To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

Consistent Uses: The information is used to account for, and report on, departmental expenditures from acquisition cards. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and Internal inquiries and preparation of expenditure reports. In the event of fraud, some information may be requested and released to investigating authorities.

Retention and Disposal Standards: Records are retained for a period of 6 full fiscal years, then destroyed.

RDA Number: 98/001

Related PR#: NRCan CSS 790

TBS Registration: 003657

Bank Number: NRCan PPE 817

Departmental Human Resource Management System

Description: This data base contains the following information: sector, branch, name, sex, first official language, date of birth, classification, salary and employment location. It is an automated human resources management system, known internally as PeopleSoft, that contains information on the management of positions and classification decisions, the administration of the workforce including the tracking of assignments, priority management, training, conflict of interest, exclusion and designation, awards and recognition, official languages, employment equity, compensation and leave. Access to the system is strictly controlled and password protected through a user log on validation process. Access is only given to those persons on a need to know basis and only for the performance of their duties.

Class of Individuals: All employees of Natural Resources Canada and others under programs supported by the department (i.e. Emeritus, Visiting Fellowship, Youth intership).

Purpose: Management of human resources within Natural Resources Canada as described above under description.

Consistent Uses: This information may be used to compile aggregate data for compliance to hiring and employment standards such as the

Employment Equity Act; to create contact sheets for business continuity strategies; budget and cost forecasting; and attrition planning.

Retention and Disposal Standards: The data is maintained and updated on an ongoing basis. A backup of the data is made daily and a monthly basis. Backup information is stored for one year then destroyed.

RDA Number: 98/005

Related PR#: NRCan CSS 765

TBS Registration: 003647

Bank Number: NRCan PPE 815

Directory of People and Services.

Description: This bank relates to information about the organization and employees of the Department. It includes the employee's name, PRI number, office location, telephone number, organization and the services provided by the employee.

Class of Individuals: Departmental employees.

Purpose: The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The PRI will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems.

Consistent Uses: Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures.

Retention and Disposal Standards:

Information will be held for two years following the last administrative use, then destroyed.

RDA Number: 98/001

Related PR#: NRCan CSS 770

TBS Registration: 003344

Bank Number: NRCan PPE 806

Employee Medical Referrals

Description: This bank relates to information about notices of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations.

Class of Individuals: The information relates to current and former departmental employees for whom a medical assessment was required.

Purpose: The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work.

Consistent Uses: The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks.

Retention and Disposal Standards: Records are retained for a period of two years after the last administrative use, then destroyed.

RDA Number: 98/005

Related PR#: NRCan CSS 765

TBS Registration: 003308

Bank Number: NRCan PPE 810

Garnishment of Salaries and Other Remuneration

Description: This bank relates to information about the garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence.

Class of Individuals: Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken.

Purpose: The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department.

Consistent Uses: Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within NRCan, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office.

Retention and Disposal Standards: Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete.

RDA Number: 98/001

Related PR#: NRCan CSS 765

TBS Registration: 002313

Bank Number: NRCan PPE 803

Passports and Visas

Description: This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information

including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department.

Class of Individuals: Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas.

Purpose: The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department.

Consistent Uses: Information may be disclosed to the DFAIT and to Canadian Embassies abroad for the organization of delegations to foreign countries.

Retention and Disposal Standards: Records are retained for five years until the passport has expired and are then destroyed.

RDA Number: 98/005

Related PR#: NRCan CSS 790

TBS Registration: 003670

Bank Number: NRCan PPE 816

Salary Forecast Module

Description: This bank relates to information about salaries and person-year information classified by individual. It also includes period of work, position number, group level and employee status. The PRI is used for administrative purposes.

Class of Individuals: The information relates to employees of the Department.

Purpose: The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information.

Consistent Uses: The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources.

Retention and Disposal Standards: Records are retained for a period of six fiscal years, then destroyed.

RDA Number: 98/005

Related PR#: NRCan CSS 720

TBS Registration: 003119

Bank Number: NRCan PPE 805

Workforce Adjustment – (CLOSED)

Description: This bank relates to personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors.

Class of Individuals: Current and former

departmental employees who have been entitled to a staffing priority.

Purpose: The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority.

Consistent Uses: No consistent uses of the information is intended.

Retention and Disposal Standards: Records are retained for two years after the employee has been placed, then destroyed.

RDA Number: 98/001

Related PR#: NRCan CSS 765

TBS Registration: 003310

Bank Number: NRCan PPE 812

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Chapter 104

Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 1985/001

Related PR#: SER PRN 921

TBS Registration: 001628

Bank Number: SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests.

Class of Individuals: All indeterminate and term employees of NSERC as well as some temporary assistants.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments.

Consistent Uses: Performance appraisals are also used in human resources planning

activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equitability of the ratings across different directorates and branches within NSERC.

Retention and Disposal Standards: Files are retained on file for five years, then destroyed.

RDA Number: 98/005

Related PR#: SER PRN 921

TBS Registration: 002582

Bank Number: SER PPE 802

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Northwest Territories Water Board

Chapter 107

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Nunavut Surface Rights Tribunal

Chapter 108

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication.

Nunavut Water Board

Chapter 109

Standard Personal Information Banks

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Particular Personal Information Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Office employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 85/001

Related PR#: OAG PRN 940

TBS Registration: 001605

Bank Number: OAG PPE 801

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Chapter 112

Particular Personal Information Banks

Garnishment

Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office.

Class of Individuals: Employees of the Office against whom garnishment or diversion proceedings have been taken.

Purpose: The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.

Consistent Uses: The bank is also used to approve deductions from salary.

Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period.

RDA Number: 98/005

Related PR#: COL 0486-3

TBS Registration: 002849

Bank Number: COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown.

Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction

documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are destroyed two years after the overpayment is settled or the debt collected.

RDA Number: 98/005

Related PR#: COL 0468-1

TBS Registration: 002850

Bank Number: COL PPE 804

Superannuation

Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary.

Class of Individuals: Active and former employees who were contributors to the Superannuation.

Purpose: To have access, in one location, to all pertinent data concerning pension.

Consistent Uses: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors.

Retention and Disposal Standards: Records are destroyed two years after all actions are completed.

RDA Number: 98/005

Related PR#: COL 0486-1

TBS Registration: 002848

Bank Number: COL PPE 802

Surplus Employee

Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment.

Class of Individuals: Employees declared surplus.

Purpose: This bank provides documentation to Human Resources Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service.

Consistent Uses: To have an updated file on the employee and the actions taken to obtain a new position.

Retention and Disposal Standards: The records are destroyed two years after the

employee leaves.

RDA Number: 98/005

Related PR#: COL 0420-1

TBS Registration: 002847

Bank Number: COL PPE 801

Training and Development

Description: This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed five years after completion of the particular training and development undertaken by an employee.

RDA Number: 98/005

Related PR#: COL 0488-1

TBS Registration: 001265

Bank Number: COL PPE 805

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Chapter 113

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Note: Information on the employees of Office of the Correctional Investigator is held by the Department of the Solicitor General.

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 114

Note: Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of Public Security and Emergency Preparedness Canada.

Office of the Ombudsman, National Defence and Canadian Forces

Chapter 115

Note: Information on the employees of the Office of the Ombudsman, National Defence and Canadian Forces is held by the Department of National Defence.

Office of the Superintendent of Financial Institutions Canada

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Employee Personnel Record

Description: This bank provides a record of an individual's employment with the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance,

including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination.

Class of Individuals: This bank relates to employees of the Authority.

Purpose: This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer.

Consistent Uses: Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

Retention and Disposal Standards: Records of current employees are kept permanently by the Authority. Records concerning retired and

non current employees are retained for ten years.

RDA Number: 85/001

TBS Registration: 004141

Bank Number: PPA PPE 802

Register of Employee Pilots

Description: This bank relate to marine pilots employed by the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning licenses, personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment,

including certificates and reasons for termination.

Class of Individuals: This bank relates to marine pilots employed by the Authority.

Purpose: This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. This information is obtained as required under the pilotage act.

Consistent Uses: Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

Retention and Disposal Standards: Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years.

RDA Number: 85/001

TBS Registration: 004142

Bank Number: PPA PPE 801

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Note: Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Social Development Canada, 9th Floor, Capital Square Building, Ottawa, Ontario K1P 5V9.

Port Alberni Port Authority

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Chapter 122

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Particular Personal Information Banks

Security Clearances and Assessments Bank

Description: This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee.

The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards.

Purpose: The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment.

Retention and Disposition Schedules:

Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance.

RDA Number: 98/001

TBS Registration: 002546

Bank Number: PCO PPE 801

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Central Personal Information Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Accelerated Executive Development Program (AEXDP): Inventory of Applicants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Accelerated Executive Development Program (AEXDP): Inventory of Participants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Analytical Environment (formerly EDP Statistical Systems)

Description: This bank regroups computer systems which are maintained by the PSC and which may contain basic personal information such as social insurance numbers (historical records only), personal record identifiers (PRI), the client service number (CSN), a PSC generated identifier, work history, employment status, language proficiency, reasons for separation, education level, major field of study, personal perspectives on how Public Service values drive particular staffing actions and specific information related to a competition process. The analytical environment includes information obtained from the Public Service Human Resources Management Agency of Canada (PSHRMAC) incumbent, mobility and employment equity data systems, information extracted from the PSC's Program of Special

Surveys, as well as appointments or statistics received from other departments for the period prior to April 1999 and subsequently estimates of departmental staffing activity are created from the PSHRMAC incumbent and mobility files. Specific Census data and Health and Activity Limitation Survey data from Statistics Canada are also included in the analytical environment.

Class of Individuals: All individuals who have been appointed to positions in the Public Service or who have left the Public Service.

Purpose: This analytical environment was created to record information on appointments in the Public Service (prior to April 1999), separations, and the distribution of public servants by department and by location, and to provide information on the health of the staffing system of the Public Service. From 1999 to 2003, staffing activities are estimated based on the Treasury Board incumbent and mobility data systems. As of 2003, staffing activities are estimated based on the Job-Based Analytical Information System (JAIS). The analytical environment is updated on a regular basis.

Consistent Uses: The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of the staffing system, the production of the PSC's Annual Report, PSC research and for other reports to PSHRMAC'S on the utilization of human resources and on the status of programs. This information is used for the planning and management of investigations, for auditing, and for studies on staffing practices. This information will not form, in any case, the basis for decision making for administrative decisions regarding individuals. This information is also used in order to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from PSHRMAC's incumbent and mobility systems is used to provide some additional tombstone information for PSC employee inventories. Information from the incumbent/mobility systems of PSHRMAC is also used to update the Job-Based Analytical Information System. For statistical purposes, information is also linked with data of the target groups of the Employment Equity System of PSHRMAC (SCT PCE 706). The information from the Census and Health and Activity Limitation Survey is used to update the employment equity data. No disclosure of personal information is made by this linkage that would permit the identification of the person

with whom the information is associated.

Retention and Disposal Standards:

Appointment Information Management System:

The computerized data is kept in an optical archive for an indefinite period. Separations:

The computerized information is retained until it has been superseded and then it is deleted, except for year-end information which is kept in an optical archive indefinitely. Workforce

Adjustment Reporting System: Records are retained indefinitely in an optical archive.

Quarterly Statistical File (subsumed into the analytical environment 1995-96): Information on individuals is retained indefinitely in an optical archive. Student Employment Program:

Records are retained for five (5) years, and then kept in an optical archive indefinitely. Job-Based Analytical Information System:

Information on individuals is kept for a period of 20 years after it is collected and then is retained in an optical archive indefinitely.

RDA Number: 85-016,94-00,90-012,92-016

Related PR#: PSC SPB 032 and PSC SPR 180

TBS Registration: 002299

Bank Number: PSC PCE 707

Appeal Hearings

Description: This bank may contain an appeal document including basic personal data, an eligibility list, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Recourse Branch file reference number given on the Appeal Board decision report submitted to the appellant.

Class of Individuals: Public servants having filed an appeal or persons involved in the appeal.

Purpose: This bank exists by reason of section 21 of the Public Service Employment Act and sections 19 to 28 of the Public Service Employment Regulations to record and provide information on appeals.

Consistent Uses: The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson.

Retention and Disposal Standards:

Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and then destroyed. For files referred to the

Federal Court of Canada under section 18 of the Federal Court Act, the decisions are retained for five (5) years then destroyed.

RDA Number: 2001/025

Related PR#: PSC AIB 005

TBS Registration: 001445

Bank Number: PSC PCE 708

Applicant Inventories and Referrals

Description: This bank may contain applications/curricula vitae, test results, and screening and referral information resulting from competitions/announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and reference numbers in cases of competitions.

Class of Individuals: Public servants and non-public servants who have applied for a position in the Public Service through an open competition process.

Purpose: This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment with the Public Service of Canada in occupational groups other than the Executive Group.

Consistent Uses: This bank is used to identify applicants suitable for referral and appointment to positions in the Public Service. For certain competitions, curricula vitae may be sent to and retained by the department holding the competition. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation.

Retention and Disposal Standards: Records are maintained for two (2) years after being removed from the inventories, or after referral, or after completion of a solicited competition process, and then destroyed. Computerized information is retained for five (5) years.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001451

Bank Number: PSC PCE 709

Assessment Centre for Executive Appointment (AC for EXA)

Description: This bank may contain memoranda and letters; biographical information and assessment results.

Class of Individuals: Persons who have been

assessed by the Assessment Centre for Executive Appointment (AC for EXA).

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of applicants for executive positions or departmental development programs.

Consistent Uses: This bank is used to record and provide all information relating to the assessment of applicants for executive positions or departmental development programs so that meritorious selections may be made. It is also used to provide assessment information to individuals requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre for research and development purposes.

Retention and Disposal Standards: Hard copy files are kept for five (5) years and then destroyed. Computer related files are retained indefinitely.

RDA Number: 2001/025

Related PR#: PSC SPB 065 and SPB 034

TBS Registration: 004463

Bank Number: PSC PCE 711

Assistant Deputy Minister (ADM)

Prequalification Process (PQP): Inventory of Applicants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Assistant Deputy Minister (ADM)

Prequalification Inventory of Participants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Career Assignment Program (CAP):

Inventory of Candidates and Participants

(This program has been transferred to Public Service Human Resources Management Agency.)

Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)

Description: This bank may contain basic personal information, curricula vitae, general career information and plans, appraisal information and reference checks.

Class of Individuals: Employment equity designated group members at the EX equivalent, the EX minus one and minus two

levels which includes women, visible minorities, Aboriginal peoples, persons with disabilities, who have received career consultation and development services.

Purpose: This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans.

Consistent Uses: The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments in other departments

Retention and Disposal Standards: Records are retained for two (2) years after being declared inactive, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 065

TBS Registration: 001466

Bank Number: PSC PCE 721

Course Registration and Information

(This program has been transferred to the Canada School of Public Service.)

Deployment Recourse

Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, letters and memoranda, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet.

Class of Individuals: Public servants who have filed complaints with the Recourse Branch related to the application of section 34.4 of the Public Service Employment Act.

Purpose: This bank exists in accordance with section 34.4 of the Public Service Employment Act and section 29 of the Public Service Regulations to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment.

Consistent Uses: This bank is also used to provide information for PSC reports to Parliament.

Retention and Disposal Standards: Records are retained for five (5) years and then destroyed.

RDA Number: 2001/025

Related PR#: PSC AIB 005

TBS Registration: 003270

Bank Number: PSC PCE 736

Executive Counseling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)

Description: This bank may contain biographical information, service-related notes and assessment results.

Class of Individuals: Public Servants in the Executive category, in EX equivalent positions and EX minus 1 level positions who have requested services, as well as public servants who have accessed Career Transition Counseling Services.

Purpose: This bank exists to provide public servants who access Executive Counseling Services with information to enhance their self-understanding and to provide an opportunity to receive confidential counseling.

Consistent Uses: This information is used to provide advice to the client and, with the client's written request, information on the client can be provided to individuals of the client's choosing. Limited information may also be used for statistical purposes aimed at assuring the quality of service.

Retention and Disposal Standards: Hard copy records are retained for ten (10) years after being declared inactive and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 050 and PSC SPB 034

TBS Registration: 002912

Bank Number: PSC PCE 744

Executive Resourcing

Description: This bank may contain security clearance ratings, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualifications, application forms, curricula vitae, individual candidate reports from the Assessment Centre for Executive Appointment, Executive Recruitment Assessment Report reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition).

Class of Individuals: Persons who are included in an Executive Group competition

administered by the PSC.

Purpose: This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the PSC.

Consistent Uses: This bank is used to provide information relating to Executive Group selection and appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories, the assessment results and from departments.

Retention and Disposal Standards: Records are retained for three (3) years after the eligibility list expires, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 065

TBS Registration: 001475

Bank Number: PSC PCE 746

Interchange Canada: Inventory of Applicants and Participants

(This program has been transferred to the Public Service Human Resources Management Agency.)

International Programs: Inventory

Description: This program was abolished April 1, 2003. The bank may contain records of instances of consideration, notations of referrals, and correspondence related to the Program.

Class of Individuals: Public servants and non-public servants interested in applying for appointments in international organizations, or who are currently employed or have been employed.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations.

Consistent Uses: The bank was used to identify vacancies in international organizations for the general management of the Program.

Retention and Disposal Standards: Records of individuals interested in foreign employment are retained for two (2) years after being declared inactive and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 065

TBS Registration: 001951

Bank Number: PSC PCE 756

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memoranda of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants.

Class of Individuals: Public servants who have filed complaints with the Recourse Branch related to the application of the Public Service Employment Act and its Regulations, or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint.

Purpose: This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 (now revoked) as well as the subsequent Order-in-Council P.C. 2001-955 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy.

Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file.

Retention and Disposal Standards: Paper records are retained active during the investigation or conciliation phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

RDA Number: 2001/025

Related PR#: PSC AIB 010

TBS Registration: 001446

Bank Number: PSC PCE 757

Language Review Committee

(This program has been transferred to the Canada School of Public Service.)

Language Training Orientation

(This program has been transferred to the Canada School of Public Service.)

Language Training Services

(This program has been transferred to the Canada School of Public Service.)

Leadership Competencies Assessment Services (formerly Assessment Centre for Early Identification of Executive Potential)

Description: This bank may contain memoranda and letters; biographical information and assessment results or assessor comments.

Class of Individuals: Persons who have been assessed by the Assessment Centre following the administration of one of the Assessment Services tools (reference checks, candidate Achievement Record, 360 feedback, etc.).

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of all persons who have participated in the Career Assignment Program or other departmental programs aimed at developing management potential.

Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or any other similar departmental programs, so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre.

Retention and Disposal Standards: Hardcopy files are retained for five (5) years after the assessment and then destroyed. Computerized information is retained indefinitely.

RDA Number: 2001/025

Related PR#: PSC SPB 065 and SPB 034

TBS Registration: 001469

Bank Number: PSC PCE 762

Leave of Absence to Seek Election

Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Director General, Delegation Directorate, the Commission's decision to approve or deny the leave to seek nomination as a candidate and to be a candidate for election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings.

Class of Individuals: Public servants who have requested leave of absence to seek nomination as a candidate, and to be a

candidate for election.

Purpose: This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election.

Consistent Uses: This bank is used to provide information for PSC authorization and for PSC reports to Parliament.

Retention and Disposal Standards: Records are retained for seven (7) years after request was made, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC DGM 022

TBS Registration: 001448

Bank Number: PSC PCE 763

Management Resources Information System (MRIS) (ceased to be updated in 1993)

Description: Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curricula vitae; career aspirations and managerial experience; proof of educational standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counseling reports/notes. This bank may also contain specific records pertaining to senior Personnel, Finance and Internal Audit Officers.

Class of Individuals: Public servants appointed to eligible classifications as determined by the PSC; public servants participating or seeking participation in Interchange Canada or International Assignments; public servants at the FI-04 and equivalent levels; PE-06 level and up to EX-03 levels who are identified as having extensive qualifications and who have been evaluated by

senior advisory committees.

Purpose: This bank exists to enable the PSC to fulfill its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC.

Consistent Uses: This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who have left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File.

Retention and Disposal Standards: Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 065

TBS Registration: 001477

Bank Number: PSC PCE 766

Management Trainee Program (MTP): Inventory of Applicants and Participants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: This bank may contain basic personal data, excerpts of personnel files, interview notes, complaints or allegations, memoranda and letters, performance evaluations, memoranda of agreement and

investigation reports. At completion of the service requested by the department, the complete file is forwarded to the department and a copy is kept by the PSC.

Class of Individuals: Public servants involved in investigation, mediation or coaching services provided by the Recourse Branch pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace.

Purpose: This bank exists by reason of the Order-in-Council P.C. 2001-955 to act as an expert resource body to gather information during investigation, mediation and coaching upon request by the department.

Consistent Uses: The information is used so that the workplace conflict/complaint may be examined and conclusions and recommendations be reached, if required. It is also used for statistical purposes.

Retention and Disposal Standards: Paper records are retained active during the investigation, mediation or coaching process, five (5) years inactive from date service completed, then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

RDA Number: 2001/025

Related PR#: PSC AIB 010

TBS Registration: 005181

Bank Number: PSC PCE 768

Occupational Test Results

Description: This bank may contain test answer sheets or written exams and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their Personal Record Identifier.

Class of Individuals: Public servants and non-public servants who have taken selection tests developed by the PSC.

Purpose: This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection such as competitions.

Consistent Uses: The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System and the Post-Secondary

Recruitment System which contain applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

Retention and Disposal Standards: Hard copy files are kept for five (5) years, and destroyed. Candidate test results are retained indefinitely on computerized files.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001454

Bank Number: PSC PCE 773

Official Languages Exclusion Approval Order

Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decisions in some cases.

Class of Individuals: Public servants who have requested an official languages exclusion or extension.

Purpose: This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes.

Consistent Uses: This bank is used to allow the PSC to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order.

Retention and Disposal Standards: Records are retained for twenty (20) years and then destroyed, except for those with historical value which are kept indefinitely.

RDA Number: 2001/025

Related PR#: PSC SPB 050

TBS Registration: 001460

Bank Number: PSC PCE 774

Other Inquiries

Description: This bank may contain basic personal data, excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, tests, performance evaluations, press clippings, memoranda of agreement, investigation reports. It may also contain information dealing with the recommendation made to the Commission based on the facts gathered during the inquiry.

Class of Individuals: Public servants or non

public servants directly affected by the inquiry.

Purpose: This bank exists following the conduct of an investigation under sections 6(2), (3) and 42 of the Public Service Employment Act.

Consistent Uses: The information is used so that allegations and staffing irregularities may be examined and recommendations made. It may also be used for statistical purposes.

Retention and Disposal Standards: Paper records are retained active during the investigation and recommendation phase, five (5) years inactive and then destroyed.

Computerized records are retained on-line for five (5) years, and then deleted.

RDA Number: 2001/025

Related PR#: PSC AIB 005

TBS Registration: 005180

Bank Number: PSC PCE 776

Personnel Selection (excluding Executive Resourcing)

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection, including letters offering appointment. Where applicable, notices of right to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.

Class of Individuals: Public servants and non public servants who are being considered for appointment through a process of personnel selection.

Purpose: This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition.

Consistent Uses: This bank is used to staff positions, to provide the necessary information, on request, to participants in selection processes to explain the reasons for the selection decision. This bank also provides related documentation for PSC investigations as a result of the selection processes. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department.

Retention and Disposal Standards: Records

are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001455

Bank Number: PSC PCE 779

Persons Appointed under an Exclusion Approval Order

Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor-in-Council, basic personal data, the exclusion order and the regulations.

Class of Individuals: Persons appointed to the Public Service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41.

Purpose: This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees in certain occupational groups or the names of persons appointed to the Public Service who are excluded from certain provisions of the Act by virtue of section 41.

Consistent Uses: This bank is used to record and report to Parliament annually the names of employees in certain occupational groups or the names of persons appointed under an Exclusion Approval Order.

Retention and Disposal Standards: Records are retained for five (5) years after termination of the exclusion, and then sent to historical archives.

RDA Number: 2001/025

Related PR#: PSC CMB 022

TBS Registration: 001447

Bank Number: PSC PCE 780

Policy Research and Development Program (PRDP)

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants

Description: This is a completely electronic data bank with 24 hour user accessibility. It contains personal and demographic data, curricula vitae, transcripts of marks, test results where applicable, correspondence, records of instances of consideration, notations or referrals, notes to files and messages for applicants to the PSR program.

Class of Individuals: Non public servants and public servants applying to the PSR Program.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the PSR Program.

Consistent Uses: This bank is used to identify applicants for positions offered through PSR Program. It may be used for human resources planning, statistical purposes and studies.

Retention and Disposal Standards: Comply with electronic retention and disposal policy of the TBS. Information on such applicants is transferred to the hiring department.

RDA Number: 2001/025

Related PR#: PSC SPB 031

TBS Registration: 003954

Bank Number: PSC PCE 785

Public Servants Released or Demoted (PSC authority for this function ceased in 1993)

Description: This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to the Commission; the Commission's decision, and the notices of release or demotion to the department and to the employee.

Class of Individuals: Public servants whose release or demotion has been recommended by deputy heads.

Purpose: This bank existed in accordance with section 31 of the Public Service Employment Act, R.S.C. 1985, c. P-33 (now repealed by section 21 of the Public Service Reform Act) to record information relating to the recommendation of deputy heads to release or demote employees.

Consistent Uses: This bank was used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads, made prior to June 1993, that employees be released or demoted. It also provided information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction, unless these were made prior to the coming into force of the Public Service Reform Act. s.c.1992 c.54. Such matters have since been delegated to Deputy Ministers.

Retention and Disposal Standards: Records are retained for seven (7) years following a release or demotion, and then destroyed.

RDA Number: 2001/025

Related PR#: PSC CMB 022

TBS Registration: 001449

Bank Number: PSC PCE 786

Second Language Assessment by Regional Offices

Description: This bank may contain the second language assessment request and record of results forms, basic personal data, oral interview recordings, assessment reports and results.

Class of Individuals: Public servants and non public servants who have been assessed by the PSC regional offices for second language proficiency.

Purpose: This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates.

Consistent Uses: The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the Public Service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Test results are entered in the Test Scoring and Results Reporting System (see central bank PSC PCE 718) and may be entered in the applicant inventory.

Retention and Disposal Standards: Files are retained for three (3) years and interview recordings are retained for two (2) years unless the candidate agrees to their earlier disposal, and then are deleted.

RDA Number: 2001/025

Related PR#: PSC SPB 050

TBS Registration: 001457

Bank Number: PSC PCE 795

Second Language Evaluation (SLE) Examiners

Description: This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration.

Class of Individuals: Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the SLE tests.

Purpose: This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service

Employment Act to record all information relating to the registration/certification of SLE examiners.

Consistent Uses: The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted.

Retention and Disposal Standards: All records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 030

TBS Registration: 001458

Bank Number: PSC PCE 796

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer sheets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in Oral Interaction, the test recordings are retained by the administering PSC test centre. Individuals completing a Personal Information Request Form are required to provide their personal record identifier.

Class of Individuals: Public servants and non public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test.

Purpose: This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record language assessment results for purpose of appointment.

Consistent Uses: The bank is used to provide information on SLE assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. When the individual becomes a federal employee, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE test results which it links with job position requirements. The information in this bank is

contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

Retention and Disposal Standards: Hard copy files are retained for five (5) years, and then destroyed. Oral Interaction Test recordings are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files.

RDA Number: 2001/025

Related PR#: PSC SPB 030 and TBS PCE 703

TBS Registration: 001461

Bank Number: PSC PCE 797

Special Measures Program Participants (Ceased in 1998)

Description: This bank may contain information concerning the on-the-job training assignments of participants in the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments.

Class of Individuals: Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women.

Purpose: The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program.

Consistent Uses: The bank is used to monitor the progress of participants and to measure the

effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the PSC, TBS, federal government departments and employment equity committees.

Retention and Disposal Standards: Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed.

RDA Number: 2001/025

Related PR#: PSC SPB 030 and PSC SPB 040

TBS Registration: 002297

Bank Number: PSC PCE 798

Staffing Consultant Certification

Description: This bank may contain individual files which include recommendations from departments for Staffing Certification such as letters of recommendation from Heads of human resources, information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded in a computerized inventory.

Class of Individuals: Public Service staffing consultants.

Purpose: This bank exists to record and provide information on the certification of staffing consultants as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act.

Consistent Uses: This bank is used to provide information in support of the certification of staffing consultants. It is also used to prepare various reports and statistical analyses and for more general administrative purposes such as the planning of training and development programs in staffing and for the preparation of reports related to those programs.

Retention and Disposal Standards: Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified.

RDA Number: 2001/025

Related PR#: PSC SPB 050

TBS Registration: 001464

Bank Number: PSC PCE 800

Statutory and Regulatory Priorities

Description: This bank may contain basic personal data: statutory or regulatory data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse, employees who become disabled, and certain members of the Canadian Forces and the RCMP. Information exists in hardcopy and computerized form.

Class of Individuals: Public servants and other persons who have a statutory or regulatory priority for appointment.

Purpose: This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 32 to 40 of the Public Service Employment Regulations to provide information relating to individuals with statutory or regulatory priority for appointment. It exists in accordance with various PSC policies to provide information relating to individuals with a priority for appointment.

Consistent Uses: This bank is used to identify individuals with a statutory or regulatory priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes.

Retention and Disposal Standards: Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely.

RDA Number: 2001/025

Related PR#: PSC SPB 034

TBS Registration: 001452

Bank Number: PSC PCE 801

Particular Personal Information Banks

Accounts Payable and Receivable

Description: This bank may contain information on travel expenses, supplier payments, contracts information, purchase orders, payments to other government departments, merit awards, suggestion awards, membership payments, and salary payments including regular and supplementary pay. It also contains information relating to receivable collected from training provided, publications, overpayments and recoveries between departments for salaries and other services.

Class of Individuals: Departmental employees who have been involved in the accounting and processing of financial transactions for the PSC.

Purpose: For audit purposes, the information is required to support all of the types of payments and receivables processed by the PSC.

Consistent Uses: The information is used for the preparation of financial reports such as departmental financial statements, public accounts, parliamentary enquiries, Access to Information requests, monthly and quarterly forecast analyses and other types of requests by the government's central agencies.

Retention and Disposal Standards: Records are retained for six (6) years and then destroyed.

RDA Number: 99/004

Related PR#: PSC CMB 914

TBS Registration: 002413

Bank Number: PSC PPE 815

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and curriculum vitae as required.

Class of Individuals: Public servants employed by the PSC in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP).

Purpose: This bank exists to record and control the EX overfill and SAPP situations at the PSC.

Consistent Uses: This bank is used to administer and maintain data on EX overfill and SAPP situations at the PSC. It is also used to report general data to PSC management and Treasury Board as required.

Retention and Disposal Standards: Records are retained for a period of two (2) years, and then destroyed.

RDA Number: 98/005

Related PR#: PSC 925

TBS Registration: 001486

Bank Number: PSC PPE 801

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave
 Conflict of Interest and Post-Employment Code
 Discipline
 Electronic Network Monitoring Logs
 Employee Assistance
 Employee Personnel Record
 Employment Equity Program
 Grievances
 Harassment
 Identification and Building-Pass Cards

Official Languages
 Parking
 Pay and Benefits
 Performance Reviews and Employee Appraisals
 Personnel Security Screening (Reliability Screening/Security Clearance)
 Recognition Policy
 Staffing
 Training and Development

Public Service Human Resources Management Agency

Chapter 126

Central Personal Information Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program.

Class of Individuals: Public servants and non-public servants applying to the AETP or past and present participants of the AETP.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP.

Consistent Uses: This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies).

Retention and Disposal Standards: Records

of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five(5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed.

RDA Number: 2001/025

Related PR#: PSHRMAC SPB 031

TBS Registration: 003069

Bank Number: PSHRMAC PCE 701

Accelerated Executive Development Program (AEXDP): Inventory of Applicants

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Track Record Interview, the Candidate Self-Report, and the Selection Review Board (SRB) Interview; results of the integration process and program office notes.

Class of Individuals: Members of the Executive Category who have applied to the AEXDP.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), the Public Service Commission (PSC) and the Public Service Human Resources Management Agency of Canada (PSHRMAC).

Consistent Uses: The bank is used to record and provide information to COSO, the PSHRMAC and PSC regarding acceptance to the program.

Retention and Disposal Standards: Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years.

RDA Number: 2001/025

Related PR#: PSHRMAC TLN 021

TBS Registration: 004019

Bank Number: PSHRMAC PCE 702

Accelerated Executive Development Program (AEXDP): Inventory of Participants

Description: This bank may contain: Personal information; correspondence; assessment results of reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Candidate Self-Report, and the SRB Interview; results of the integration process; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, the participant's attendance on courses, and appointment-to-level documentation; program office notes.

Class of Individuals: Members of the Executive Category who have been accepted as participants in the AEXDP.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSHRMAC and PSC regarding appointment-to-level.

Consistent Uses: The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates.

Retention and Disposal Standards: A ll records are retained in hard copy until ten (10) years after termination of AEXDP participation. Selected information is computerized and retained for statistical purposes for twenty (20) years.

RDA Number: 2001/025

Related PR#: PSHRMAC TLN 021

TBS Registration: 004018

Bank Number: PSHRMAC PCE 703

Assistant Deputy Minister Business Support System:

Description: This bank contains exhaustive and up-to-date information on Assistant Deputy Ministers. It also provides a source of accurate and timely contact information on ADM's as well as facilitating skills development and rotation of ADM's, and may include tombstone information, work history, professional qualifications and education, career interests, managerial experience, linguistic results, security check results.

Class of Individuals: Assistant Deputy Ministers and interchange participants.

Purpose: The purpose is to support the collective management system of ADM's as well as to conduct demographic studies and other analyses of the ADM population.

Consistent Uses: This bank is used to support the collective management of ADM's.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMAC TLN 010

TBS Registration: 004391

Bank Number: PSHRMAC PCE 715

Assistant Deputy Minister Resourcing – Closed Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-Delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

Class of Individuals: Persons who are included in an ADM competition administered by The Leadership Network on behalf of the Public Service Commission.

Purpose: This bank exists to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership

Network and made by the Public Service Commission.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMA TLN 010

TBS Registration: 004381

Bank Number: PSHRMA PCE 716

Assistant Deputy Minister Resourcing – Deployment from Pool

Description: This bank may contain language examination results, memoranda, letters of offer, letters of acceptance job descriptions, statements of qualification, and records of persons considered for positions. Individuals seeking access to this information are requested to give the deployment action.

Class of Individuals: Public servants.

Purpose: This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMAC TLN 010

TBS Registration: 004469

Bank Number: PSHRMAC PCE 717

Assistant Deputy Minister Resourcing – Open Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

Class of Individuals: Public servants and non public servants.

Purpose: This bank is used to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service

Commission.

Consistent Uses: This bank is used to provided information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMAC TLN 010

TBS Registration: 004390

Bank Number: PSHRMAC PCE 718

Assistant Deputy Minister Resourcing – Without Competition

Description: This bank may contain security clearance ratings, language examination results, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360 evaluations, reference check results, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. without competition number).

Class of Individuals: Public servants.

Purpose: This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMAC TLN 010

TBS Registration: 004470

Bank Number: PSHRMAC PCE 719

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Review Board (SRB) Interview and program office notes.

Class of Individuals: Members of the Executive Category and EX equivalents who have applied to the PQP.

Purpose: This bank exists in accordance with

sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and (SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC).

Consistent Uses: The bank is used to record and provide information to COSO, the PSC and PSHRMAC regarding acceptance to the program.

Retention and Disposal Standards: Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years.

RDA Number: 2001/025

Related PR#: PSHRMAC TLN 010

TBS Registration: 004020

Bank Number: PSHRMAC PCE 712

Assistant Deputy Minister (ADM)

Prequalification Process (PQP): Inventory of Participants

Description: This bank may contain: Personal information; correspondence; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; and program office notes.

Class of Individuals: Members of the Executive Category and EX equivalents who have been selected in the ADM PQP.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSHRMAC and PSC regarding appointment-to-level.

Consistent Uses: The bank is used to record and provide information regarding PQP selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates.

Retention and Disposal Standards: All records are retained in hard copy until ten (10)

years after termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years.

RDA Number: 2001/025

Related PR#: PSHRMAC TLN 010

TBS Registration: 004021

Bank Number: PSHRMAC PCE 713

Assistant Deputy Minister and Successful PQP Personal Files

Description: This bank may contain basic personal data skills and work history, tombstone information, professional qualifications, applications, letters of offer, acceptance and acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, linguistics results, in relation to Assistant Deputy Ministers and successful PQP participants.

Class of Individuals: Non public servants and public servants applying for positions in the Executive Group at the Assistant Deputy Minister level as well as persons seeking participation and participating on Interchange Canada or International Assignments.

Purpose: The purpose is to support the collective management system.

Consistent Uses: The bank is used to support the career of ADM's.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMAC TLN 015

TBS Registration: 004387

Bank Number: PSHRMAC PCE 714

Career assignment program (CAP):

Inventory of Candidates and Participants

Description: This bank may contain basic personal information, Executive Simulation for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates. This bank may also include information retained for a previous program: Special Development Program.

Class of Individuals: Non-public servants and public servants who have competed in a competitive process and/or have participated in CAP.

Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide

information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP.

Consistent Uses: This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative, and counseling purposes.

Retention and Disposal Standards: Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years.

RDA Number: 2001/025

Related PR#: PSHRMAC TLN 021

TBS Registration: 001705

Bank Number: PSHRMAC PCE 720

Classification Grievances Tracking System

Description: This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank may include information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and a summary of the deliberations. The system is linked with the Position and Classification Information System (PCIS).

Class of Individuals: All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance.

Purpose: To maintain records of all classification grievances both delegated to departments and non-delegated.

Consistent Uses: The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

RDA Number: 93/031

Related PR#: PSHRMAC HRMB 415

TBS Registration: 001134

Bank Number: PSHRMAC PCE 723

Classification Standards Review System

Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System.

Class of Individuals: Individuals occupying positions within the occupational groups under review.

Purpose: The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board.

Consistent Uses: The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department.

Retention and Disposal Standards:

Computer-Based Data - The records are non-historical and can be destroyed whenever the operational needs are met; Textual and Electronic Records - there are no textual or electronic records.

RDA Number: 93/031

Related PR#: PSHRMAC HRMB 415

TBS Registration: 005049

Bank Number: PSHRMAC PCE 724

Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))

Description: This bank may contain information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being in one or more of the minority designated groups, i.e. Aboriginal people, persons with disabilities and members of visible minority groups. The bank facilitates comparison of their

representation in the Public Service to their presence in the Canadian workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Position and Classification Information System (PCIS), all from the Public Service Human Resources Management Agency of Canada, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and the Priority Administration System. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks containing self-identification data, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access self-identification information on him/herself should submit a written request, including his/her Personal Record Identifier.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

Purpose: Self-identification information is collected under the authorities and obligations

described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the primary source of data for the Public Service Human Resources Management Agency of Canada users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests.

Retention and Disposal Standards:

Computer-Based Data: fiscal year master files are transferred yearly to the National Archives of Canada. Textual and Electronic Records: records are retained for 10 years and then destroyed.

RDA Number: 93/031 and 94/004

Related PR#: PSHRMAC EEB 320 and PSHRMA CD 130

TBS Registration: 003560

Bank Number: PSHRMAC PCE 739

Entitlements and Deductions System

Description: This bank contains individual federal employee data relating to pay and benefits. The employee record may include information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of

pay and benefits data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information may be provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: retained for 25 years and then destroyed. Textual and Electronic Records: retained for 10 years and then destroyed.

RDA Number: 93/031

Related PR#: PSHRMAC CD 130

TBS Registration: 002321

Bank Number: PSHRMAC PCE 741

EX-04 To EX-05 Promotion Process

Description: This bank may contain language examination results, letters of application, memoranda, letters of offer, letters of acceptance, job descriptions, statements of

qualification, candidate reports, track record and 360 evaluations, reference check results, Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

Class of Individuals: Public servants.

Purpose: This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

Retention and Disposal Standards: Yet to be determined.

RDA Number: 2003/011

Related PR#: PSHRMAC TLN 010

TBS Registration: 004388

Bank Number: PSHRMAC PCE 742

Exclusion System (EXCL)

Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions.

Class of Individuals: All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information may be

provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed.

RDA Number: 94/011

Related PR#: PSHRMAC HRMB 426

TBS Registration: 005051

Bank Number: PSHRMAC PCE 743

Executive Group Classification Information System

Description: This bank contains classification information on individual Executive Group positions in the Public Service.

Class of Individuals: All current federal employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

Purpose: To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process.

Consistent Uses: Also used for research and statistical purposes.

Retention and Disposal Standards:

Computer-Based Data: transferred yearly to the National Archives of Canada. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada.

RDA Number: 93/031

Related PR#: PSHRMAC TLN 400

TBS Registration: 005053

Bank Number: PSHRMAC PCE 745

Extra Duty Reporting System

Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, Personal Record

Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: All records excluding records on Negotiations are retained for 10 years and then destroyed. Files on

Negotiations are retained for 10 years and transferred to the National Archives of Canada.

RDA Number: 94/011

Related PR#: PSHRMAC 918

TBS Registration: 005054

Bank Number: PSHRMAC PCE 747

Incentive Awards

Description: The bank may contain information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the new Recognition Policy. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations.

Class of Individuals: All employees of the public service who have been nominated for awards under the Incentive Awards Plan and Recognition Policy.

Purpose: The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

Retention and Disposal Standards:

Computer-Based Data: two years. Textual and Electronic records: most of the files are retained for 10 years and then destroyed.

RDA Number: 93/031

Related PR#: PSHRMAC HR PAB 330

TBS Registration: 005056

Bank Number: PSHRMAC PCE 752

Incumbent System

Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included are information concerning collective bargaining, exclusions, bargaining agents and languages.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff

Relations Act.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: transferred to the

National Archives of Canada on a yearly basis for permanent retention. Textual and Electronic Records: records are retained for 10 years and are generally transferred to the National Archives of Canada.

RDA Number: 93/031 and 94/011

Related PR#: PSHRMAC CD 130

TBS Registration: 002316

Bank Number: PSHRMAC PCE 753

Interchange Canada: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form.

Class of Individuals: Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or have completed an assignment.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada.

Consistent Uses: This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system.

Retention and Disposal Standards: Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed.

RDA Number: 2001/025

Related PR#: PSHRMAC TLN 030

TBS Registration: 001952

Bank Number: PSHRMAC PCE 755

Language Training Module (LTM)

Description: The LTM was a central bank eliminated in 1996 containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal

employee identifier. Source of the data:

Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) — TBS PCF 703 — and the LTM of the Treasury Board Secretariat.

Class of Individuals: The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act.

Purpose: The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants.

Consistent Uses: The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: the records are non-historical. Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: the general file is retained for 10 years and transferred to the National Archives of Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated.

RDA Number: 94/004

Related PR#: PSHRMAC OLB 047

TBS Registration: 005057

Bank Number: PSHRMAC PCE 759

Leave Reporting System

Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and

duration of the various leaves taken by individuals.

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of leave data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information may be provided to for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed.

RDA Number: 93/031 and 94/011

Related PR#: PSHRMAC 918

TBS Registration: 005058

Bank Number: PSHRMAC PCE 764

Leave Without Pay System

Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates.

Class of Individuals: All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information is provided to Public Service Human Resources Management Agency of Canada and Treasury Board

Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed.

RDA Number: 93/031 and 94/011

Related PR#: PSHRMAC 918

TBS Registration: 005059

Bank Number: PSHRMAC PCE 765

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates.

Class of Individuals: All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management

Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

Consistent Uses: Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: data is transferred yearly to the National Archives of Canada
Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada.

RDA Number: 93/031 and 94/011

Related PR#: PSHRMAC 918

TBS Registration: 005060

Bank Number: PSHRMAC PCE 769

Official Languages Information System (OLIS II)

Description: OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include employee names and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis.

Class of Individuals: All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service Staff Relations Act) that are appointed on a full time indeterminate or part time determinate for more than three months.

Purpose: Pursuant to the 1988 Official Languages Act, an annual report must be submitted to Parliament on the status of the Official Languages Program.

Retention and Disposal Standards:

Computer-Based Data: records are transferred yearly to the National Archives of Canada
Textual and Electronic Records: retention to be determined.

RDA Number: 94/004

Related PR#: PSHRMAC OLB 047

TBS Registration: 005061

Bank Number: PSHRMAC PCE 775

Point of Contact (Assignment Service)

Description: This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results.

Class of Individuals: Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment.

Purpose: The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments.

Consistent Uses: The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning.

Retention and Disposal Standards:

Retention period not yet determined.

RDA Number: To be determined

Related PR#: PSHRMA DCG 005

TBS Registration: 002870

Bank Number: PSHRMA PCE 782

Position Classification Information System (PCIS)

Description: This bank contains individual federal employee data relating to position classification matters and may include position numbers. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS).

Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is a prime source of position data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required.

Consistent Uses: Information may be provided to the Public Service Human

Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards:

Computer-Based Data: Arrangements will be made for the yearly transfer of the PCIS data to the National Archives of Canada. The data for OLIS and for the "Position Information Collection System (PICS) was transferred to the National Archives of Canada until 1995 when it was replaced by PCIS. Textual and Electronic Records: there are no textual or electronic records for OLIS and PCIS. The textual records for PICS are retained for 10 years and transferred to the National Archives of Canada.

RDA Number: 93/031

Related PR#: PSHRMAC 921

TBS Registration: 002318

Bank Number: PSHRMAC PCE 784

Workforce Adjustment Monitoring (WFAM) System

Description: This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PWGSC), the Priority Administration System (PSC) and the Incumbent System (PSHRMAC).

Class of Individuals: All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10), or the Executive Employment Transition Policy who, in accordance with these policies, received payments in lieu of their unfulfilled surplus

period.

Purpose: This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Policies Departure Incentive Programs and Executive Employment Transition Policy.

Consistent Uses: The WFAM system has been developed for the related policy groups in the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments.

Retention and Disposal Standards:

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retention to be determined.

RDA Number: 93/031

Related PR#: PSHRMAC HRMB 426

TBS Registration: 005065

Bank Number: PSHRMA PCE 804

Particular Personal Information Banks

Awards of Excellence

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data.

Class of Individuals: All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan.

Purpose: The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards.

Retention and Disposal Standards: The general file is retained for 10 years and transferred to the National Archives of Canada. The remaining files on Artwork, Financial considerations, Nominations, Presentations and Communications are retained for 10 years and then destroyed.

RDA Number: 93/031

Related PR#: PSHRMAC 918

TBS Registration: 005066

Bank Number: PSHRMAC PPE 802

Federal Public Service Job Accommodation Network for Employees with Disabilities

Description: Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name, sex, employing department or agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for job accommodation, and name of supervisor to be contacted for information.

Class of Individuals: Federal Public Servants with disabilities, managers, supervisors, EE Coordinators.

Purpose: Information on the assistance given to or required by employees with disabilities in the federal public service.

Consistent Uses: Statistical information for comparison to auto-identification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information could be shared in efforts to resolve job accommodation issues, respondents will consent to sharing for this purpose.

Retention and Disposal Standards: To be determined.

RDA Number: To be determined

Related PR#: PSHRMAC EEB 320

TBS Registration: 005081

Bank Number: PSHRMAC PPE 810

Harassment Complaints

Description: This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints.

Class of Individuals: This information related to individuals who have written to the President

of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints.

Purpose: The purpose of this bank is to record information necessary for responding to letters of harassment complaints.

Consistent Uses: Consistent Uses are to provide specific and general documentation for research purposes.

Retention and Disposal Standards: Records are retained for 10 years and transferred to the National Archives of Canada.

RDA Number: 93/031

Related PR#: PSHRMAC 926

TBS Registration: 003582

Bank Number: PSHRMAC PPE 804

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Public Service Integrity Office

Chapter 127

Information on the employees of the Public Service Integrity Office is held by the Treasury Board of Canada Secretariat.

Public Service Staff Relations Board

Chapter 128

Central Personal Information Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding.

Consistent Uses: To support decisions made by the Board concerning applications for extension of time.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 110

TBS Registration: 000776

Bank Number: SRB PCE 710

Complaints - Canada Labour Code - Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code.

Class of Individuals: Individuals employed in the federal public service.

Purpose: The purpose of this bank is to record the determination of the Board on the

complaints of employees.

Consistent Uses: To support decisions made by the Board as to whether or not the employer has taken action against an employee for having exercised any right under Part II of the Canada Labour Code.

Retention and Disposal Standards: Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 150

TBS Registration: 001881

Bank Number: SRB PCE 727

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board.

Purpose: The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation.

Consistent Uses: To support decisions made by the Board concerning complaints of unfair practices.

Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 060

TBS Registration: 000774

Bank Number: SRB PCE 729

Complaint/Grievance Mediation

Description: This bank contains requests for mediation services, replies to requests, notice of meetings and status reports.

Class of Individuals: Individuals employed in the federal public service and parliamentary employees.

Purpose: The purpose of this bank is to record the administrative steps of the mediation process.

Consistent Uses: This bank is used to record and provide information on requests.

Retention and Disposal Standards: Records are retained for 4 years and then destroyed.

RDA Number: TBD

Related PR#: SRB OSR 179

TBS Registration: 005254

Bank Number: SRB PCE 726

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act.

Consistent Uses: To support decisions made by the Board regarding applications for consent to prosecute.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are

microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 105

TBS Registration: 000778

Bank Number: SRB PCE 731

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger.

Class of Individuals: Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board.

Purpose: The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision.

Consistent Uses: Effective September 30th, 2000, the Public Service Staff Relations Board is no longer collecting this information. Labour Canada under Human Resources Development Canada is now responsible for this section of the Act. The information was to support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed.

Retention and Disposal Standards: Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 145

TBS Registration: 001880

Bank Number: SRB PCE 734

Determination of Designated Positions

Description: This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees.

Class of Individuals: Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public.

Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of

the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public.

Consistent Uses: To support decisions made by the Board regarding the determination of federal public service positions as being «designated» positions.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 080

TBS Registration: 000779

Bank Number: SRB PCE 737

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board.

Class of Individuals: Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament.

Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity.

Consistent Uses: To support decisions made by the Board concerning the exclusion of persons from bargaining units.

Retention and Disposal Standards: Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed.

RDA Number: 91/022

Related PR#: SRB OSR 075

TBS Registration: 000773

Bank Number: SRB PCE 771

References of Grievances to Adjudication

Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board.

Purpose: The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline.

Consistent Uses: To support decisions made by the Board concerning adjudicable grievances.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 065

TBS Registration: 000772

Bank Number: SRB PCE 791

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests.

Class of Individuals: Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it.

Consistent Uses: To support decisions made by the Board concerning requests to review

decisions.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 050

TBS Registration: 000777

Bank Number: SRB PCE 793

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit.

Consistent Uses: To support decisions of the Board concerning applications for revocation of certification of bargaining agents.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

RDA Number: 91/022

Related PR#: SRB OSR 025

TBS Registration: 000775

Bank Number: SRB PCE 794

Particular Personal Information Banks

Appointment of Arbitrators and Adjudicators

Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board.

Class of Individuals: Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council.

Purpose: The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators.

Consistent Uses: This bank is used to record and provide information on appointees.

Retention and Disposal Standards: Records are retained for 25 years after the termination of employment and then destroyed.

RDA Number: 98/005

Related PR#: SRB OSR 155

TBS Registration: 002186

Bank Number: SRB PPE 802

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Public Works Government Services Canada

Chapter 129

Central Personal Information Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing.

Class of Individuals: Federal employees.

Purpose: Information in this bank is used for the administration of federal living accommodation.

Consistent Uses: No consistent use has been identified at this time.

Retention and Disposal Standards: This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records and then destroyed.

RDA Number: 79/008.

Related PR#: PWC PWC 040.

TBS Registration: 000713

Bank Number: PWGSC PCE 733

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance.

Class of Individuals: All employees of the federal government and pensioners who are members of the various plans.

Purpose: To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records.

Consistent Uses: No consistent use has been identified at this time.

Retention and Disposal Standards: Records are destroyed two year after death of employee.

RDA Number: 98/005.

Related PR#: PWGSC ABC 080.

TBS Registration: 001375

Bank Number: PWGSC PCE 754

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification (PRI) number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds.

Class of Individuals: Federal public servants.

Purpose: The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act.

Consistent Uses: Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. The PRI is also used for mapping purposes with Public Key Infrastructure (PKI) certificate numbers for the purpose of registration into Pay Web Applications. This mapping is maintained by the Information Technology Branch of PWGSC, representing the Certificate Authority (CA), on behalf of the Compensation Sector of PWGSC, which manages the Pay Web Applications. The PRI is stored in the mapping database in an encrypted format which can only be decrypted by the applications. The PRI, date of birth and amount of total deductions from a latest pay, (along with the Superannuation Number), are also used for authentication purposes when enrolling into the web applications.

Retention and Disposal Standards: Records for employees are destroyed when the employee has reached 80 years of age or one year after the employee's death.

RDA Number: 98/005.

Related PR#: SSC ROD 090

TBS Registration: 002596

Bank Number: PWGSC PCE 788

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing

instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors.

Class of Individuals: Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts.

Purpose: To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes.

Consistent Uses: The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. The Superannuation Number (SN) is also used for mapping purposes with Public Key Infrastructure (PKI) certificate numbers for the purpose of registration into Pension Web Applications. This mapping is maintained by the Information Technology Branch of PWGSC, representing the Certificate Authority (CA), on behalf of the Compensation Sector of PWGSC, which manages the Pension Web Applications. The SN is stored in the mapping database in encrypted format which can only be decrypted

by the applications. The SN (along with the PRI, date of birth and deductions from latest pay) is also used for authentication purposes when enrolling into the web applications.

Retention and Disposal Standards: Records are destroyed two years after all actions are completed. Processing tapes are reused within one year.

RDA Number: 98/005.

Related PR#: PWGSC ABC 075.

TBS Registration: 001374

Bank Number: PWGSC PCE 790

Particular Personal Information Banks

Appointments – Crown Corporations

Description: This bank contains the names, rank, appointment and expiry dates of Crown Corporations' Board of Directors within the Minister's portfolio.

Class of Individuals: Members of the Board of Directors of Crown Corporations.

Purpose: Information is used by the Minister and the Deputy Minister to appoint Board Members.

Consistent Uses: This information is mostly used by the Minister and the Deputy Minister to appoint Board Members.

Retention and Disposal Standards:

Information will be retained up to two years after the departure of the Board Member and then submitted to the National Archives of Canada.

RDA Number: 96/021, 96/022.

Related PR#: PWGSC CIG 005 and PWGSC HRB 305.

TBS Registration: 004014

Bank Number: PWGSC PPE 825

Competency Profile Assessment

Description: This bank describes an assessment in terms of knowledge, skills and abilities (business competencies) which are valued by the Department's sectors, lists them beside the appropriate training and development courses and then associates them with each employee's needs in their present position as well as for career development. This information is then captured in a learning plan for each employee.

Class of Individuals: Employees working for the Departments.

Purpose: The purpose of this bank is to maintain and identify information training needs of each employee and the supervisor regarding the training and development activities, in terms of training priorities, allocation of training

time and costs.

Consistent Uses: No consistent use has been identified at this time.

Retention and Disposal Standards: Records are retained for two years from the last administrative activity and then destroyed.

RDA Number: 98/005.

Related PR#: PWGSC HRB 305

TBS Registration: 004243

Bank Number: PWGSC PPE 835

Employee Takeover Initiative

Description: This bank contains confidential personal information on employees who have submitted an Expression of Interest to the Deputy Minister of Public Works and Government Services Canada. The bank contains names, addresses, place of work and responses prepared to these individuals. It also contains responses to inquiries on the Employee Takeovers.

Class of Individuals: Public Works and Governments Services Canada Employees.

Purpose: This bank exists to provide for the maintenance of an inventory of employees who have applied for Employee Takeovers within Public Works and Government Services Canada.

Consistent Uses: This information is mostly used by the Deputy Minister and employees of the Corporate Implementation Group of PWGSC.

Retention and Disposal Standards: This information will be retained for the duration of the Government policy on Employee Takeovers, a minimum of two years and then submitted to the National Archives of Canada.

RDA Number: 96/021.

Related PR#: PWGSC CIG 005

TBS Registration: 004013

Bank Number: PWGSC PPE 820

Informal Conflict Resolution for UCS Issues

Description: This personal information bank contains information on employees who filed requests for informal conflict resolution related to the implementation of the Universal Classification Standard (UCS). The information is collected from forms completed by the employees which contain the name of the employee, his/her personal record identifier, any special needs, the details of the employee's position as well as the reasons which led the employee to file a request for informal conflict resolution. Information is also collected from an Informal Conflict Resolution Report which provides information on the methods and results of the Informal Conflict Resolution process for

each individual request.

Class of Individuals: Employees working for the Department of Public Works and Government Services Canada.

Purpose: To record information on requests for informal conflict resolution related to the implementation of the Universal Classification Standard, resources used to resolve each conflict and the result of the process in each case.

Consistent Uses: No consistent use has been identified at this time.

Retention and Disposal Standards: Records are retained for three years following the date of resolution or date of decision, then destroyed.

RDA Number: 98/005.

Related PR#: PWGSC 305.

TBS Registration: 005071

Bank Number: PWGSC PPE 840.

Intranet Services

Description: This bank may contain the names, e-mail addresses, telephone/facsimile numbers and Internet provider addresses of federal employees who have submitted solicited or unsolicited information to Public Works Government Services Canada Intranet site. The bank includes responses to such comments/questions and any other information relevant to the processing of such comments/questions.

Class of Individuals: Public Works Government Services Canada employees who submit solicited or unsolicited information via the Department's Intranet site.

Purpose: The information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to Public Works Government Services Canada personnel in order to provide a response to the inquiry, and for the purposes of improving services to our Web site clientele.

Consistent Uses: The information will be used by various members of the Department who are responsible for maintaining pages on the Public Works Government Services Canada Intranet web site.

Retention and Disposal Standards: To be established.

Related PR#: PWGSC COM 310.

TBS Registration: 005367

Bank Number: PWGSC PPE 830.

Parking

Description: Information held in this Bank includes employee name, address, telephone number, payroll number, Personal Record

Identifier (PRI) number, car, make and model and license plate number.

Class of Individuals: Federal employees.

Purpose: The information is gathered from employees wishing to apply for PWGSC parking.

Consistent Uses: Information is required to commence, end or amend parking payroll deductions.

Retention and Disposal Standards: Retained for three years following the employee cancelling or relinquishing parking privileges and then destroyed.

RDA Number: 79/008.

Related PR#: PWGSC RPB 065.

TBS Registration: 003745

Bank Number: PWGSC PPE 810

Special Audit Investigation Records

Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.

Class of Individuals: Employees being investigated.

Purpose: This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity.

Consistent Uses: Information in this bank may be shared with the RCMP.

Retention and Disposal Standards: Information is maintained for six years and then submitted to the National Archives of Canada.

RDA Number: 96/021.

Related PR#: PWGSC AEB 265.

TBS Registration: 000714

Bank Number: PWGSC PPE 815

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisal

Personal Security Screening (Reliability Checks / Security Clearances)

Recognition Policy Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Quebec Port Authority

Chapter 130

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Royal Canadian Mint

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Particular Personal Information Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

Class of Individuals: Employees of the RCM.

Purpose: The purpose of this bank is to support administration of employee attendance and leave within the RCM.

Consistent Uses: To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism and produce various reports.

Retention and Disposal Standards: Records are destroyed two years after the expiry of the fiscal year.

RDA Number: 2000/027

Related PR#: RCM PRN 918

TBS Registration: 002266

Bank Number: RCM PPE 805

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest.

Class of Individuals: This information relates to Mint employees.

Purpose: The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint.

Consistent Uses: To record apparent and potential conflicts of interest and

post-employment concerns and to resolve any conflicts.

Retention and Disposal Standards: Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed.

RDA Number: 2000/027

Related PR#: RCM PRN 918

TBS Registration: 003360

Bank Number: RCM PPE 802

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Employees of the RCM.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions.

Consistent Uses: This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed.

RDA Number: 2000/027

Related PR#: RCM PRN 926

TBS Registration: 002269

Bank Number: RCM PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data

systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority.

Class of Individuals: The information relates to employees of the RCM.

Purpose: This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority.

Consistent Uses: This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity.

Retention and Disposal Standards: Records are destroyed two years after the expiry of the fiscal year.

RDA Number: 2000/027

Related PR#: RCM PRN 921

TBS Registration: 003361

Bank Number: RCM PPE 803

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the RCM.

Purpose: The purpose of this bank is to record information used through all levels of the grievance procedure.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure.

Retention and Disposal Standards: Two years following date of resolution the records are destroyed.

RDA Number: 2000/027

Related PR#: RCM PRN 926

TBS Registration: 002268

Bank Number: RCM PPE 807

Labour Time Reporting (capturing) - Computerized Employee Master File

Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave.

Class of Individuals: Employees of the RCM.

Purpose: The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information.

Consistent Uses: This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the payroll system and to maintain permanent employee data.

Retention and Disposal Standards: The information is destroyed after six years.

RDA Number: 2000/027

Related PR#: RCM PRN 918

TBS Registration: 003362

Bank Number: RCM PPE 801

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record.

Class of Individuals: Employees of the RCM.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees.

Consistent Uses: The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of

the administration of official languages programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

RDA Number: 2000/027

Related PR#: RCM PRN 923

TBS Registration: 002267

Bank Number: RCM PPE 806

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests.

Class of Individuals: Employees of the RCM.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations.

Consistent Uses: This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment.

Retention and Disposal Standards: This information forms part of a person's personnel records which is sent to National Archives of Canada two years after an employee has left the employ of the Mint.

RDA Number: 2000/027

Related PR#: RCM PRN 921

TBS Registration: 002270

Bank Number: RCM PPE 809

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information

which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

Class of Individuals: Employees of the RCM and job applicants who are members of the general public.

Purpose: This bank provides a record of the information used in staffing positions in the Royal Canadian Mint.

Consistent Uses: To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted.

Retention and Disposal Standards: The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed.

RDA Number: 2000/027

Related PR#: RCM PRN 919 and 920

TBS Registration: 002265

Bank Number: RCM PPE 804

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

Travel and Relocation

Royal Canadian Mounted Police

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Particular Personal Information Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security / reliability clearance certificates information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served as auxiliary police.

Purpose: Compiled in the employment process of applicants for auxiliary police.

Consistent Uses: This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records within this bank are retained for seven years from termination of employment, or two years from the date of the last correspondence, whichever is longer. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 918

TBS Registration: 001021

Bank Number: CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or noncaucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only.

Class of Individuals: Regular, civilian and special constable members, and applicants to the RCMP.

Purpose: Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with nontarget group members, and to set objectives for visible minority participation within the RCMP, under the authority of the employment equity Act.

Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member

Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records are retained for a minimum of three calendar years after the date of last correspondence.

RDA Number: 98/005

Related PR#: CMP ADM 002

TBS Registration: 002103

Bank Number: CMP PPE 818

Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the

Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental, public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs.

Class of Individuals: Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities.

Purpose: To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes.

Consistent Uses: Medical files are used by the OIC National Health Services Policy Centre (NHSPC) or the Regional or Divisional Health Services Personnel (RDHSP) to assess members' suitability to perform various duties,

including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage; determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of the RDHSP or the NHSPC exceptional circumstances exist or where the safety of the public or coworkers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP HRMIS, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 922

TBS Registration: 001020

Bank Number: CMP PPE 808

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security/reliability clearance certificates, starting salary, pay

certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served the RCMP as municipal employees.

Purpose: Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records.

Consistent Uses: This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records within this bank are retained by the unit being served during employment and are returned to the municipality two years after termination of service.

RDA Number: 2000/30

Related PR#: CMP CMP 918

TBS Registration: 001023

Bank Number: CMP PPE 811

Temporary Civilian Employees

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as temporary civilian employees. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security/reliability clearance certificates, salary information, assessments and memoranda

outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served as temporary civilian employees.

Purpose: Compiled in the employment process of applicants for temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records.

Consistent Uses: This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 80 years or two years after the individual's death.

RDA Number: 2000/30

Related PR#: CMP CMP 918

TBS Registration: 001022

Bank Number: CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service firearm registrations, identification cards, building passes and parking

permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access.

Class of Individuals: This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services.

Purpose: This information is used for the internal administration of the RCMP.

Consistent Uses: This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay and Allowance Records (CMP PPE 806), clothing and kit System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 98/001

Related PR#: CMP CMP 918

TBS Registration: 001019

Bank Number: CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code Records

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also

included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities.

Class of Individuals: All members of the RCMP.

Purpose: The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest.

Consistent Uses: The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records, CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records held in division are destroyed when the member is transferred out of the division. Records held at National Headquarters are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed.

RDA Number: 98/005

Related PR#: CMP ADM 002

TBS Registration: 002102

Bank Number: CMP PPE 815

RCMP Member Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and

who have been the subject of disciplinary action or misconduct. Discipline files can contain the following: service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken; cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Performance Review and Appraisal Records or CMP PPE 802 RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

Class of Individuals: Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct.

Purpose: This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions.

Consistent Uses: The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against

a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 (Applicants' Cadets Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records); and CMP PPE 818 (Employment Equity Program); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 926

TBS Registration: 001017

Bank Number: CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

Class of Individuals: This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP.

Purpose: This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part.

Consistent Uses: This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 926

TBS Registration: 001016

Bank Number: CMP PPE 804

RCMP Member Performance Review and Appraisal Records

Description: Information in this bank provides an overview of the member's work performance. The file contains such material as personal interview reports and appraisal reports, guidance and advice, commendations, awards, notification of shortcomings and related

documents, copies of training applications, examination results and records of payment when identified in PERR. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members.

Purpose: The bank is used to make decisions on training, transfer, promotion, demotion, employee assistance, postings and termination of employee.

Consistent Uses: This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 (Applicants'/cadets Records); CMP PPU 090 (Honours and Awards); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings) Records; CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has

not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 918

TBS Registration: 001013

Bank Number: CMP PPE 801

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, outstanding debts, compassionate transfers, language results, linguistic profiles, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members.

Purpose: This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program.

Consistent Uses: This information may be

used for research, planning, evaluation and statistical purposes. CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards:

Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 918

TBS Registration: 001014

Bank Number: CMP PPE 802

RCMP Member Promotion Board Proceedings Records

Description: This bank contains career resumes, performance indicators, recommendations of Selection Committee or assessment boards, results of promotional

exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Development Process Interview Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank".

Class of Individuals: Information in this category is maintained on all constables, noncommissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for promotional transfers by the Selection Committee or who have appeared before Officer Candidate Development Process Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate.

Purpose: This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions.

Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 (Applicants'/ Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818

(Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

Retention and Disposal Standards: Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 2000/30

Related PR#: CMP CMP 920

TBS Registration: 001015

Bank Number: CMP PPE 803

RCMP Member's Pay and Allowance Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the ministry of Public Works and Government Service Canada which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS).

Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees.

Purpose: This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Public Works and Government Services Canada for pension purposes. The social insurance number is used in the reporting

of earnings and deductions on T4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. Information from this bank is provided to the contracted company for the purpose of pension and insurance administration. This information is afforded the necessary protection as required by the RCMP and is included in the terms of the contract.

Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Performance Review and Appraisal Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

RDA Number: 98/005

Related PR#: CMP CMP 925

TBS Registration: 001018

Bank Number: CMP PPE 806

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Code Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances	Performance Reviews and Employee Appraisals
Harassment	Personnel Security Screening (Reliability Screening/Security Clearance)
Identification and BuildingPass Cards	Staffing
Occupational Safety and Health	Training and Development
Official Languages	Vehicle, Ship, Boat and Aircraft Accidents
Parking	
Pay and Benefits	

Royal Canadian Mounted Police External Review Committee

Chapter 133

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Saguenay Port Authority

Chapter 134

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Travel and Relocation

Sahtu Land & Water Board

Chapter 135

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Sahtu Land Use Planning Board

Chapter 136

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Saint John Port Authority

Chapter 137

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of the Standard Banks and a description of their content.

Attendance and Leave

Conflict of Interest and Post Employment Conduct

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Identification and Building-Pass Cards

Seaway International Bridge Corporation, Ltd.

Chapter 138

Particular Personal Information Banks

Bridge Passes

Description: This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage.

Class of Individuals: Employees.

Purpose: The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued.

Consistent Uses: May be used for referential

and legal purposes.

Retention and Disposal Standards: Five years after cancellation or non-renewal and then retained indefinitely.

RDA Number: 85/001

Related PR#: SIBC SIBC 120

TBS Registration: 000641

Bank Number: SIBC PPE 801

Sun-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters.

Class of Individuals: Employees of the

institution.

Purpose: Sun Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances.

Consistent Uses: To establish the monthly premiums of the life, major medical and long term disability insurances.

Retention and Disposal Standards: Two years and then destroyed.

RDA Number: TBD

Related PR#: SIBC SIBC 120

TBS Registration: 002830

Bank Number: SIBC PPE 806

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

Consistent Uses: To support decisions on transfers, discipline and termination of employment.

Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

RDA Number: 85/001

Related PR#: SIBC SIBC 120

TBS Registration: 000663

Bank Number: SIBC PPE 802

Incentive Awards

Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards.

Class of Individuals: Employees of the institution.

Purpose: To identify individuals for awards under the Federal Government's incentive

awards plan (long service) and the institution's awards program (long service).

Consistent Uses: To identify individuals for awards.

Retention and Disposal Standards:

Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed.

RDA Number: TBD

Related PR#: SIBC SIBC 120

TBS Registration: 002828

Bank Number: SIBC PPE 804

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan.

Class of Individuals: Employees of the institution.

Purpose: The purpose is to report total remittances to superannuation fund during the year based on employee deduction.

Consistent Uses: The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance.

Retention and Disposal Standards: 2 years after the outcome, then sent to NAC.

RDA Number: TBD

Related PR#: SIBC SIBC 120

TBS Registration: 002831

Bank Number: SIBC PPE 807

Taxation Records

Description: The bank contains individual Bridge active and some retired employees data related to salary and various deductions including taxes.

Class of Individuals: Active and retired employees of the institution.

Purpose: The purpose is to comply with Revenue Canada requirements.

Consistent Uses: To determine individual Income and Taxes.

Retention and Disposal Standards: Six years and then destroyed.

RDA Number: TBD

Related PR#: SIBC SIBC 120

TBS Registration: 002832

Bank Number: SIBC PPE 808

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave	Official Languages
Discipline	Pay and Benefits
Employee Assistance	Performance Reviews and Employee Appraisals
Employee Personnel Record	Personnel Security Screening (Reliability Screening/Security Clearance)
Employment Equity Program	Staffing
Harassment	Training and Development
Identification and Building-Pass Cards	
Occupational Safety and Health	

Security Intelligence Review Committee

Chapter 139

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave	Hospitality
Discipline	Occupational Safety and Health
Employee Assistance	Official Languages
Employee Personnel Record	Parking
Employment Equity Program	Pay and Benefits
Greivances	Performance Reviews and Employee Appraisals
Identification and Building-Pass Cards	Personnel Security Screening (Reliability screening/Security Clearance)
	Staffing
	Training and Development

Sept-Îles Port Authority

Chapter 140

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records
Pay and Benefits
Performance Reviews and Employee Appraisals

Social Development Canada

Chapter 141

Central Personal Information Banks

Pilot Project in Disability Management

Description: Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual.

Class of Individuals: Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration.

Purpose: The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness.

Consistent Uses: Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project.

Retention and Disposal Standards:

Information will be retained for no less than two years after the last activity relating to the employee's return to work.

RDA Number: 98/005

Related PR#: SDC CIM 025

TBS Registration: 003410

Bank Number: SDC PCE 781

Particular Personal Information Banks

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available.

Class of Individuals: Employees in SDC.

Purpose: The information in this bank will be

used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit.

Consistent Uses: The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning.

Retention and Disposal Standards: The retention period is retained for five years.

RDA Number: 98/005

Related PR#: SDC HRS 025, SDC HRS 040

TBS Registration: 005814

Bank Number: SDC PPE 802

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on SDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the

opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed).

Class of Individuals: Employees of the institution whether indeterminate, term, casual, full-time or part-time.

Purpose: To assist managers in the preparation of their Human Resources Plans.

Consistent Uses: To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by SDC's new Human Resources Employee Identification Number System.

Retention and Disposal Standards: The information is retained for a minimum of two years following last action.

RDA Number: 98/005

Related PR#: SDC HRS 025, SDC HRS 040

TBS Registration: 005815

Bank Number: SDC PPE 812

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Particular Personal Information Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases.

Class of Individuals: Standards Council of Canada employees.

Purpose: Information is obtained for the administration of employee attendance and leave.

Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment.

Retention and Disposal Standards: The records are destroyed two years after expiry of fiscal year.

RDA Number: 98/005

Related PR#: SDC AFB 903

TBS Registration: 003025

Bank Number: SDC PPE 802

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC.

Class of Individuals: Employees of SCC.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition

of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

RDA Number: 98/005

Related PR#: SCC AFB 903

TBS Registration: 003209

Bank Number: SDC PPE 805

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning

military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Employees of the institution.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by Library and Archives of Canada.

RDA Number: 98/005

Related PR#: SCC AFB 903

TBS Registration: 003027

Bank Number: SDC PPE 804

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks.

Class of Individuals: Successful candidates who have applied for work within the institution, by way of appointment.

Purpose: To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly.

Consistent Uses: To support decisions on hiring and termination of employment.

Retention and Disposal Standards: The information is destroyed two years after the employee leaves the institution.

RDA Number: 98/005

Related PR#: SDC AFB 903

TBS Registration: 003026

Bank Number: SDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank.

Class of Individuals: Employees of the Institution.

Purpose: To provide documentation for the administration of training and development programs.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

RDA Number: 85/001

Related PR#: SCC AFB 903

TBS Registration: 003024

Bank Number: SDC PPE 801

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Deemed Employees

Description: This bank contains signed copies of contracts or memoranda of agreement; signed oaths or affirmation of secrecy; signed copies of the Acknowledgment related to the Oath of Secrecy and the Conflict of Interest and Post-Employment Code; the name of the Division, the name of the individual and the date that the oath or contract was signed.

Class of Individuals: Persons who have had research projects approved through the Research Proposal Review Committee for

research projects to be undertaken in a Research Data Centre or through a similar peer review process for research projects undertaken at headquarters or in a regional office.

Purpose: To maintain an inventory of contracts signed by individuals who are conducting research or have conducted research which requires access to sensitive statistical information.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained for two years after their last administrative use and then are destroyed.

RDA Number: 99/004

Related PR#: STC PRN 920

TBS Registration: 005102

Bank Number: STC PPE 810

Federal Investigative Body Requests

Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/ provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request.

Class of Individuals: Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements.

Purpose: This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals.

Consistent Uses: None.

Retention and Disposal Standards: Records are retained by the Access to Information and Privacy Office for two years after the last administrative use and then are destroyed.

RDA Number: 98/001

Related PR#: STC DAC 615

TBS Registration: 001603

Bank Number: STC PPE 802

Human Resources Inventory - Corporate Assignment - Employee

Description: This bank contains personal data such as education, areas of expertise, work experience, language skills, curriculum vitae of individual applicants on Global software and hard copy.

Class of Individuals: Statistics Canada employees.

Purpose: To establish and maintain a current inventory of departmental personnel interested in assignment opportunities internal to Statistics

Canada or external in another federal government department.

Consistent Uses: Conduct searches for qualified departmental candidates for identified assignments. Information is shared on an inter-departmental and inter-governmental level, provided consent is received from all parties involved.

Retention and Disposal Standards: Records are kept for a period of three years and then are destroyed.

RDA Number: 98/005

Related PR#: STC PRN 921

TBS Registration: 005103

Bank Number: STC PPE 815

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Departmental Credit Card Holder Master File

Description: This bank contains information relating to employees of Status of Women Canada who are custodians of a government acquisition card (e.g. Mastercard, Visa, etc) including the following: credit card number, cardholder's name, expiration date, credit limit.

Class of Individuals: Authorized employees of Status of Women Canada.

Purpose: To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

Consistent Uses: The information is used to account for, and report on, departmental expenditures from acquisition cards.

Retention and Disposal Standards: Records are retained for two years after last administrative action then destroyed.

RDA Number: 99/004

Related PR#: SWC PRN 914

TBS Registration: 005274

Bank Number: SWC PPE 805

Long-Term Service Awards

Description: This bank contains such records as: name, service entry dates and award distribution.

Class of Individuals: Employees of Status of Women Canada.

Purpose: The Long-Term Service Award is the means by which Status of Women Canada acknowledges its employees' service achievements.

Consistent Uses: To provide commemorating gifts after the appropriate number of years of service.

Retention and Disposal Standards:

Operational files are retained for a minimum of two years after the last administrative use then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed.

RDA Number: 98/005

Related PR#: SWC PRN 918

TBS Registration: 005276

Bank Number: SWC PPE 810

Managerial and Confidential Exclusions

Description: This bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code,

level, group, branch and division.

Class of Individuals: Records in this bank apply to Status of Women Canada employees excluded from collective bargaining for managerial or confidential reasons.

Purpose: The purpose of this bank is to record data on employees excluded from collective bargaining.

Consistent Uses: Used for compensation purposes and also in the event of strike actions.

Retention and Disposal Standards: Records are retained for five years after the information has been superseded or becomes obsolete then destroyed.

RDA Number: 98/005

Related PR#: SWC PRN 926

TBS Registration: 005277

Bank Number: SWC PPE 815

Salary Management System

Description: This bank contains personal information for each employee of Status of Women Canada including the following: first and last name, occupational category and level, annual salary, employment anniversary date, and financial coding.

Class of Individuals: Employees of Status of Women Canada which includes full-time, term, part-time, casual, students, secondments in and secondments out.

Purpose: The Salary Management System is the department's financial record keeping system for salary management.

Consistent Uses: It is a forecasting tool to assist managers in administering their salary and full-time equivalent resources for the current fiscal year.

Retention and Disposal Standards: Records are retained for 5 years after superseded or obsolete then disposed.

RDA Number: 98/005

Related PR#: SWC PRN 925

TBS Registration: 005278

Bank Number: SWC PPE 820

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Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, groups, levels, titles, salaries and bonuses; superannuation and insurance, including names

of beneficiaries and certificates; termination of employment and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

Class of Individuals: Employees of the Corporation.

Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable and to National Health and Welfare for pension purposes.

Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two

years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime.

RDA Number: 98/005.

Related PR#: TFC PRN 921

TBS Registration: 000308.

Bank Number: TFC PPE 801

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The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Airport Airside Restricted Area Pass (ARAP)

Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes pass applications.

Consistent Uses: The information in this bank would be used in the event of a breach of security.

Retention and Disposal Standards:

Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

TBS Registration: 004370

Bank Number: TPA PPU 015

Airport Airside Vehicle Operators Permit (AVOP)

Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names,

addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP.

Class of Individuals: TCCA employees and airport tenants.

Purpose: This bank processes AVOP applications.

Consistent Uses: The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport.

Retention and Disposal Standards:

Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

TBS Registration: 004371

Bank Number: TPA PPU 020.

Airport Employee Ferry Pass

Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs.

Class of Individuals: TPA staff, airport tenants, frequent flyers.

Purpose: This bank processes employee ferry pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

Retention and Disposal Standards:

Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

TBS Registration: 004372

Bank Number: TPA PPU 025.

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes ferry vehicle pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

Retention and Disposal Standards:

Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

TBS Registration: 004373

Bank Number: TPA PPU 030

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes parking pass applications.

Consistent Uses: The information in this bank would be used in the event of suspected unauthorized parking at the parking lot.

Retention and Disposal Standards:

Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

RDA Number: 99/009

TBS Registration: 004374

Bank Number: TPA PPU 035.

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Awards Program

Description: The bank includes information on public servants who have been nominated for awards under the Transport Canada (TC) Awards Program. Such information may include years of service, curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award.

Class of Individuals: Employees of the Department who have been nominated for awards under the TC's Awards Program.

Purpose: To identify individuals who have been nominated for awards under the TC's Awards Program.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

Retention and Disposal Standards:

Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 002306

Bank Number: DOT PPE 808

TC Directory Plus (TCD)

Description: The TC Directory Plus (TCD) is an electronic directory of employees, students, consultants and agency personnel working for Transport Canada. Personal information captured in this system includes the name, business title, business address, telephone number, fax number, e-mail address, work location, PRI number (which is used to eliminate duplicate entries), generic employment status, position number, official position title (these last three fields are visible to only the individual and their manager) of the individual within the organizational structure.

Class of individuals: Employees, students, consultants and agency personnel working for Transport Canada.

Purpose: The TCD is a web-based application that is the source of data that is sent to the Government Electronic Directory Service (GEDS) on a weekly basis, both the internal and external Transport Canada Web Site on a daily basis and the Transport Canada e-mail Global Address List (GAL) immediately. The Technology and Information Management Services Directorate (TIMSD) maintains the TCD application in order to provide a single point for individuals to make sure that their contact information is correct.

Consistent Uses: The TCD data is forwarded to Security Screening Section in order for that section to ensure that proper security screening has been performed before the individual's information is officially entered into the TCD. For consistent use purposes, the individual's name, title, business address, telephone number, fax number, and e-mail address are disclosed to, and publicly available through, the Government Electronic Directory Service (GEDS) found on the Government of Canada's website.

Retention and Disposal Standards: Data is retained for two years after an individual leaves the department and then destroyed.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 005852.

Bank Number: DOT PPU 826

Transport Integrated Personnel System (TIPS)

Description: The Department maintains a personnel management information system on positions and employees. Data cover leave, base pay, staffing, classification, official languages, employment equity and staff relations.

Class of Individuals: Transport Canada employees.

Purpose: The information is used as a management tool to support personnel functions such as human resources planning and employment equity; to produce management reports such as official languages, employment equity, overview of employee age/service, possible retirement projections, as well as to interface with central agencies.

Consistent Uses: For the purpose described above.

Retention and Disposal Standards: Data is maintained, archived or destroyed after two

years.

RDA Number: 98/001

Related PR#: DOT COM 010

TBS Registration: 001073

Bank Number: DOT PPE 801

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Employee Profiles

Description: This bank which contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a periodic basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB.

Class of Individuals: Current indeterminate and new employees.

Purpose: This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers.

Consistent Uses: The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory and human resource management reports. Additionally, it is used from time to time to identify candidates for in-house temporary assignments.

Retention and Disposal Standards:

Information on current employees is retained by

the Board for the period of employment and will then be destroyed during a semi-annual update of this bank.

RDA Number: 98/005

Related PR#: TSB PSB 650

TBS Registration: 002982

Bank Number: TSB PPE 805

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Personnel Security Screening (Reliability
Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Treasury Board of Canada Secretariat

Chapter 152

Central Personal Information Banks

Access to Information and Privacy (ATIP) Community Awards for Excellence

Description: The bank includes information on individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community who have been nominated for awards under the ATIP Community Awards for Excellence initiative. Information may include curriculum vitae, narratives of support of meritorious contributions related to nominees duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria.

Class of Individuals: All past and present employees of the ATIP Community or other individuals who have been nominated for awards under the ATIP Community Awards for Excellence initiative.

Purpose: The purpose of this bank is to maintain records of individuals who have been nominated and/or selected for awards under the ATIP Community Awards for Excellence.

Consistent Uses: The information in this bank is used to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process.

Retention and Disposal Standards: Nomination records will be maintained for a minimum of 5 years after the award selection decision, award recipient records (including the recipient's nomination records) will be maintained for a minimum of 10 years after the award selection decision.

RDA Number: To be determined

Related PR#: TBS GOS 001

TBS Registration: 005082

Bank Number: TBS PCE 704

Adjudication – Section 92 (PSSRA)

References

Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received.

Class of Individuals: All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication.

Purpose: The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances.

Consistent Uses: The information in this bank is used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

RDA Number: 94/011

Related PR#: TBS HRMO 440

TBS Registration: 001958

Bank Number: TBS PCE 705

Adjudication – Section 98 and 99 (PSSRA)

References

Description: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions.

Class of Individuals: This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted.

Purpose: The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award.

Consistent Uses: It is used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed.

Some samples were transferred to the National Archives of Canada for retention.

RDA Number: 94/011

Related PR#: TBS HRMO 440

TBS Registration: 001959

Bank Number: TBS PCE 706

Certification

Description: This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act.

Class of Individuals: All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process.

Purpose: The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations.

Consistent Uses: The information in this bank is used for reference and to provide background for research purposes.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed.

RDA Number: 94/011

Related PR#: TBS HRMO 445

TBS Registration: 001960

Bank Number: TBS PCE 722

Complaints by Bargaining Agents

Description: The bank contains representations made by complainants and may include names of complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board.

Class of Individuals: All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted.

Purpose: The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act.

Consistent Uses: Information in the bank is used to provide background information for research purposes.

Retention and Disposal Standards: Records

are retained for 10 years and then destroyed.

Some samples were transferred to the National Archives of Canada for retention.

RDA Number: 94/011

Related PR#: TBS HRMO 470

TBS Registration: 001961

Bank Number: TBS PCE 728

Enlargement of Time to Present a Grievance

Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. It may contain names of employees.

Class of Individuals: Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances.

Purpose: The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

RDA Number: 94/011

Related PR#: TBS HRMO 470

TBS Registration: 001744

Bank Number: TBS PCE 740

Grievances

Description: The bank contains information on grievances referred to adjudication that were withdrawn by the grievors and may contain names of grievors.

Class of Individuals: All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication.

Purpose: The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary.

Consistent Uses: The information in the bank is also used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

RDA Number: 94/011

Related PR#: TBS HRMO 470

TBS Registration: 005055

Bank Number: TBS PCE 750

National Joint Council Grievances

Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever.

Class of Individuals: Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee.

Purpose: Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC.

Consistent Uses: Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents.

Retention and Disposal Standards: Records are retained for 10 years and then transferred to the National Archives of Canada for permanent retention.

RDA Number: 94/011

Related PR#: TBS HRMO 015

TBS Registration: 002569

Bank Number: TBS PCE 770

Public Service Pension Cases

Description: This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to

specific aspect of the individual's pension situation.

Class of Individuals: Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act.

Purpose: To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfilment of Treasury Board's obligation to administer pension statutes.

Consistent Uses: The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years.

RDA Number: 93/031

Related PR#: TBS HRMO 380

TBS Registration: 005062

Bank Number: TBS PCE 789

Relocation Policy Exceptions – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy.

Class of Individuals: Any individuals whose

relocation costs are partially or completely paid by the government.

Purpose: Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations.

Consistent Uses: Information is used for research in policy development, and in considering other requests for relocation policy exceptions.

Retention and Disposal Standards: Textual and Electronic Records are retained for 10 years and then destroyed.

RDA Number: 93/031

Related PR#: TBS HRMO 085

TBS Registration: 005063

Bank Number: TBS PCE 792

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors.

Class of Individuals: Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act; employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament.

Purpose: To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above.

Consistent Uses: The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Non-

historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years.

RDA Number: 93/031

Related PR#: TBS HRMO 380

TBS Registration: 005064

Bank Number: TBS PCE 799

Submissions to Treasury Board

Description: This bank may contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

Note: The information collected in this bank will be transferred to the Executive Group Classification Information System.

Class of Individuals: This information related to employees of the public service and, in pension cases, their dependants and survivors.

Purpose: The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

Consistent Uses: Information used for decision making

Retention and Disposal Standards:

Retention and Disposal Standards are being finalized.

RDA Number: 97/028

Related PR#: TBS SPC 015

TBS Registration: 003562

Bank Number: TBS PCE 802

Travel Policy Exception – Individual Cases

Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts's notes on individual cases pertaining to requests for travel

policy exceptions.

Class of Individuals: Any individuals seeking compensation that differs from the stated terms of the travel policy.

Consistent Uses: Information is used for research regarding policy development, and in considering other requests for travel policy exceptions

Retention and Disposal Standards: Textual and Electronic Records: retained for 10 years and then destroyed.

RDA Number: 93/0031

Related PR#: TBS HRMO 085

TBS Registration: 002570

Bank Number: TSB PCE 803

Particular Personal Information Banks

Access Control and Identification Cards

Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera.

Class of Individuals: Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis.

Purpose: The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

Consistent Uses: For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards.

Retention and Disposal Standards: Types of

information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI.

RDA Number: 98/001

Related PR#: TBS PRN 931

TBS Registration: 005083

Bank Number: TBS PPE 815

Complaints – Canadian Human Rights Commission

Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent Uses are to provide specific and general documentation for research purposes.

Class of Individuals: This information relates to individuals who have lodged a CHRC complaint against Treasury Board.

Purpose: The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board.

Consistent Uses: Consistent Uses are to provide specific and general documentation for research purposes.

Retention and Disposal Standards: Human Rights complaints in general are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan (PSMIP) need to be determined. Complaints related to pensions are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Public Service Health Care Plan (PSHCP) need to be determined. Complaints related to official languages equitable participation are retained for 10 years and then sent to the National Archives of Canada. Complaints related to pay

for work of equal value are retained for 10 years and then destroyed. Complaints related to nursing group are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Hospital Services Group are retained for 25 years and then destroyed. Complaints related to maternity leave without pay need to be determined.

RDA Number: 93/031

Related PR#: TBS HRMO 505

TBS Registration: 005050

Bank Number: TBS PPE 803

Departmental Assignments Program (DAP)

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence.

Class of Individuals: Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments.

Purpose: This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments.

Consistent Uses: The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes.

Retention and Disposal Standards: Being determined

RDA Number: To be determined

Related PR#: TBS PRN 920

TBS Registration: 005067

Bank Number: TBS PPE 805

Employee Personnel Record

Description: The file may contain completed personal history forms; information relating to security briefings, security clearances; conflict of interest and post-employment code; appointments, transfers, promotions, classification, performance appraisal and employee evaluations; requests for training and evaluation; auto identifications under the Employment Equity Program; the status of an employee; career development plans; disciplinary actions; manager's copy of the leave forms; reliability checks.

Class of Individuals: Employees of the institution.

Purpose: Information provides a record of an individual's employment and is maintained for

the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary, which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are coordinated in the interests of both the individual and the employer.

Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

Retention and Disposal Standards: The personnel or employee file shall be retained by the employing institution for the duration of employment plus one (1) year. The institution shall then transfer it to the National Archives Federal Records Centre (FRC). The National Archives will destroy the civilian personnel file when the individual turns eighty (80) years of age provided two years have elapsed since the last administrative action.

RDA Number: 98/005

Related PR#: TBS HRMO 390

TBS Registration: 004392

Bank Number: TBS PPE 800

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Trois-Rivières Port Authority

Chapter 153

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Vancouver Port Authority

Chapter 154

Particular Personal Information Banks

Garnishment

Description: This bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken.

Class of Individuals: Authority employees.

Purpose: The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure the Authority responds to Court Orders within the time limits specified in the legislation.

Consistent Uses: None

Retention and Disposal Standards: The records are retained for five years after administrative action is completed then destroyed.

RDA Number: 98/005

Related PR#: VPA HUR 060

TBS Registration: 004279

Bank Number: VPA PPE 801

Human Resources Information System (HRIS)

Description: Employee database containing: name, home address and telephone number, emergency contact, birth date, sex, hire date, seniority date, pension date, job history, salary history, training, education and absences.

Class of Individuals: Authority employees.

Purpose: The purpose of this system is to produce reports to department heads in order to

facilitate their personnel decision making.

Consistent Uses: None

Retention and Disposal Standards:

Computerized records are updated as required.

RDA Number: 98/005

Related PR#: VPA HUR 060

TBS Registration: 004280

Bank Number: VPA PPE 802

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee
Appraisals

Personnel Security Screening (Reliability
Screening/Security Clearance)

Staffing

Training and Development

Veterans Affairs Canada

Chapter 155

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Central Personal Information Banks

Employee Medical Records at Ste. Anne's Hospital

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counseling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

Class of Individuals: Federal public servants, former public servants and prospective public servants at Ste. Anne's Hospital.

Purpose: The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counseling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements.

Consistent Uses: Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada.

Retention and Disposal Standards: Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to the National Archives of Canada and are preserved

in accordance with the regulations governing medical documents.

Related PR#: VAC MVA 025

TBS Registration: 003645

Bank Number: VAC PCE 738

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee
Appraisals

Personnel Security Screening (Reliability
Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada

Chapter 156

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Windsor Port Authority

Chapter 157

Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Vehicle, Ship, Boat and Aircraft Accidents

Yukon Surface Rights Board

Chapter 158

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

Rémunération et avantages

Note : Les renseignements concernant le dossier personnel d'un employé, la dotation, les langues officielles, le programme d'équité en matière

d'emploi et la rémunération et avantages sont également détenus par le ministère du Patrimoine canadien.

Tribunal canadien du commerce extérieur

Chapitre 157

Fichiers de renseignements personnels ordinaires

- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
- Aides aux employés
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harèlement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement

Tribunal des droits de surface du Nunavut

Chapitre 158

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source.

Tribunal canadien des relations professionnelles
artistes-producteurs
Chapitre 156

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Cartes d'identification et laissez-passer
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Programme d'équité en matière d'emploi

Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Langues officielles
Présences et congés

Tribunal canadien des droits de la personne
Chapitre 155

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Dotation
Évaluation du rendement
Formation et perfectionnement
Langues officielles
Politique de reconnaissance
Présences et congés

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Gardiennage en milieu de travail
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Évaluation du rendement
Formation et perfectionnement
Gardiennage en milieu de travail
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés

Sous-ministre pour nommer les membres du comité.

Normes de conservation et de destruction :

Cette information sera retenue pour deux ans après le départ d'un membre du Conseil d'administration et après envoyée aux Archives nationale du Canada.

No. ADD : 96/021, 96/022.

Renvoi au dossier # : TPSCG IM 005

Enregistrement (SCT) : 004014

Numéro de fichier : TPSCG PPE 825

Processus informel de Résolution de

Conflits liés à la NGC

Description : Ce fichier de renseignements personnels contient des renseignements sur tout employé ayant formulé une demande de processus de résolution de conflits liés à la mise en oeuvre de la Norme Générale de Classification. Les renseignements sont recueillis à partir de formulaires remplis par les employés qui consiste du nom de l'employé, son code d'identification personnel, ses besoins spécifiques, les détails de son poste ainsi que les raisons ayant amené l'employé à demander le processus informel de résolution de conflits. Les renseignements sont aussi recueillis à partir d'un Rapport sur le processus informel de résolution de conflits, qui contient des renseignements sur les méthodes et résultats du processus relatif à chaque demande.

Catégorie de personnes : Les employés du Ministère des Travaux publics et Services

gouvernementaux du Canada.

But : Consigner les renseignements sur les demandes de processus informel de résolution de conflits reliés à la mise en oeuvre de la Norme Générale de Classification (NGC), les ressources utilisées pour résoudre chaque conflit ainsi que les résultats obtenus dans chaque cas.

Usages compatibles : Actuellement, aucun usage compatible n'a été identifié.

Normes de conservation et de destruction : Les renseignements sont conservés pendant une période de trois ans suivant la date de résolution ou date de décision et sont ensuite détruits.

No. ADD : 98/005

Renvoi au dossier # : TPSCG SRH 305

Enregistrement (SCT) : 005071

Numéro de fichier : TPSCG PPE 840

Services intranet

Description : Cette banque de données peut contenir les noms, les adresses électroniques, les numéros de téléphone et de télécopie ainsi que les adresses de fournisseur d'accès

Internet d'employés qui ont donné de

l'information sollicitée ou non au site intranet de Travaux publics et Services gouvernementaux. La banque contient des réponses à des commentaires et à des questions et toute autre information pertinente au traitement de tels commentaires et de telles questions.

Catégorie de personnes : Les employés de

Travaux publics et Services gouvernementaux qui ont donné de l'information sollicitée ou non au site intranet de Travaux publics et Services

gouvernementaux.

But : Cette information est colligée afin de traiter

les commentaires et les questions reçus et des retracer les réponses données. Cette information est mise à la disposition du personnel de Travaux publics et Services gouvernementaux afin de fournir une réponse aux demandes de renseignements et d'améliorer le service à la clientèle de notre site Internet.

Usages compatibles : L'information sera utilisée

par divers membres de Travaux publics et Services gouvernementaux qui sont responsables de tenir à jour les pages sur le site intranet du Ministère.

Normes de conservation et de destruction : À

établir.

Enregistrement (SCT) : 005367.

Numéro de fichier : TPSCG PPE 830.

Stationnement

Description : L'information retenue dans le fichier de renseignements personnels comprend : le nom de l'employé, son adresse, numéro de téléphone, numéro de liste de paie, code d'identification du dossier personnel (CIDP) véhicule, marque et modèle et le numéro d'immatriculation.

Catégorie de personnes : Les employés du

gouvernement fédéral.

But : L'information est obtenue des employés qui font une demande de stationnement pour les

espaces accordés à TPSCG.

Usages compatibles : Les renseignements sont requis soit pour commencer, annuler ou modifier les retenues sur le salaire.

Normes de conservation et de destruction :

Retenu pour une période de trois ans après que l'employé annule sa demande de stationnement et ensuite détruit. Communiquer avec : Gérante, opérations et support, Direction générale des services immobiliers.

No. ADD : 79/008

Renvoi au dossier # : TPSCG DSI 065

Enregistrement (SCT) : 003745

Numéro de fichier : TPSCG PPE 810

Renvoi au dossier # : ASC DOR 090
Enregistrement (SCT) : 002596
Numéro de fichier : TPSCG PCE 788

Fichiers de renseignements personnels particuliers

Dossiers d'enquêtes sur les vérifications

spéciales

Description : Ce fichier renferme des renseignements sur les vérifications spéciales demandées par le Sous-ministre et portant sur des employés/individus dont les activités ont été mises en question.

Catégorie de personnes : Employés de

l'institution.

But : Ce fichier sert à informer le Sous-ministre et la Gendarmerie royale du Canada des cas où l'on soupçonne une activité criminelle.

Usages compatibles : L'information contenue dans ce fichier est quelque fois transmise à

Gendarmerie royale du Canada.

Normes de conservation et de destruction :

L'information est conservée pendant une période de six ans et après envoyée aux

Archives nationale du Canada.

No. ADD : 96/021.

Renvoi au dossier # : TPGSC DVE 265

Enregistrement (SCT) : 000714

Numéro de fichier : TPSCG PPE 815

Évaluation des profils de compétences

Description : Dans ce fichier, les évaluations font fonction des connaissances et des

habiletés (compétences organisationnelles) qui sont valorisées par les secteurs du Ministère.

On dresse une liste de ces connaissances et habiletés vis-à-vis les cours de formation et de perfectionnement appropriés et on les associe

aux besoins de chaque employé à l'égard de son poste actuel et de ses aspirations

professionnelles. Ces données servent ensuite à préparer les plans d'apprentissage de chaque employé.

Catégorie de personnes : Employés du Ministère.

But : Ce fichier sert à conserver et à repérer

l'information sur les besoins en formation des employés afin de formuler leur plan

d'apprentissage annuel.

Usages compatibles : Étayer les décisions prises entre l'employé et son superviseur au

sujet des activités de formation et de

perfectionnement, en ce qui touche les priorités de formation, l'attribution du temps de formation

et les coûts de formation.

Normes de conservation et de destruction :

Les dossiers sont conservés pour une période

de deux ans suivant la dernière activité administrative et ensuite détruits.

No. ADD : 98/005

Renvoi au dossier # : TPGSC SRH 305

Enregistrement (SCT) : 004243

Numéro de fichier : TPSCG PPE 835

Initiative de la prise en charge des services

de l'État par les fonctionnaires

Description : Cette banque contient de

l'information personnelle confidentielle sur les employés qui ont soumis au Sous-ministre de

Travaux publics et Services gouvernementaux Canada, une déclaration d'intérêt pour faire une

proposition de la prise en charge des services de l'État. Cette banque contient les noms,

adresses, lieu de travail de ces employés et les réponses à leurs déclarations d'intérêt. Il y a

aussi de la correspondance créée pour répondre aux demandes d'information.

Catégorie de personnes : Employés de

Travaux publics et Services gouvernementaux Canada.

But : Ce fichier existe pour maintenir un

inventaire d'employés de Travaux publics et Services gouvernementaux Canada qui ont

envoyé une déclaration d'intérêt.

Usages compatibles : Ces renseignements

sont partiellement utilisés par le Sous-ministre et les employés du Groupe de la mise en

oeuvre des initiatives ministérielles de TPSCG. **Normes de conservation et de destruction :**

Cette information sera retenue pour la durée de la politique gouvernementale sur la prise en

charge des services de l'État par les

fonctionnaires, le minimum est deux ans et

après envoyée aux Archives nationale du

Canada.

No. ADD : 96/021.

Renvoi au dossier # : TPSCG IM 005

Enregistrement (SCT) : 004013

Numéro de fichier : TPSCG PPE 820

Nominations – Sociétés d'État

Description : Cette banque contient les noms, titres, affectations et dates d'expiration des

affectations des membres des conseils

d'administration des Sociétés d'État qui font

partie du portefeuille du ministre.

Catégorie de personnes : Membres du conseil

d'administrations des Sociétés d'État.

But : Ces renseignements sont utilisés par le ministre et le sous-ministre à nommer des

membres des conseils.

Usages compatibles : Cette information est

principalement utilisée par le Ministère et le

Systèmes de traitement de la paye de la

fonction publique

Description : Ce fichier contient des données sur la rémunération, le régime de pension, les indemnités et les retenues relatives à l'administration de la rémunération pour tous les employés fédéraux et les pensionnés de la fonction publique. Le code d'identification de dossier personnel (CIDP) et les numéros de contrats sont utilisés afin de faire différents prélèvements sur le salaire. Ce fichier peut aussi comprendre des ordonnances afin de procéder à la saisie-arret et au détournement des fonds.

Catégorie de personnes : Employés de la

fonction publique fédérale.

But : Ce fichier sert à effectuer la rémunération,

le versement des indemnités, ainsi qu'à faire

des retenues. Le numéro d'assurance sociale

est utilisé à des fins d'identification en vertu de

la Loi de l'impôt sur le revenu et son règlement,

de certaines parties du Régime de pensions du

Canada et de la Loi sur l'assurance emploi.

Usages compatibles : Ce fichier permet la

vérification, le rapprochement et la validation

des comptes. Il sert aussi à rédiger des

rapports, à vérifier les relevés de rémunération

et les autres relevés connexes et à étayer le

recouvrement des dettes envers la Couronne.

Les données servent aussi à l'établissement

des rapports statistiques et des fiches de

renseignements requis par les systèmes

connexes. Le CIDP et les numéros de certificat

de l'infrastructure à clés publiques sont utilisés

à des fins de mappage en vue de l'inscription

dans les applications Web relatives à la paye.

Ce mappage est tenu à jour par la Direction

générale des services d'infottechnologie de

Travaux publics et Services gouvernementaux

Canada (TPSGC), qui est l'autorité de

certification (AC) au nom du Secteur de la

rémunération de TPSGC et qui gère les

applications Web relatives à la paye. Le CIDP

est entré dans la base de données de mappage

sous forme de renseignements codés qui

peuvent être décodés par les applications

seulement. Le CIDP, la date de naissance et le

total des retenues faites sur la dernière paye

(ainsi que le numéro de pension de retraite)

sont également utilisés à des fins

d'authentification au moment de l'inscription

dans les applications Web.

Normes de conservation et de destruction :

Les documents sont détruits dès que l'employé

a atteint 80 ans ou un an après le décès de ce

No. ADD :

98/005

participent aux divers régimes.

Catégorie de personnes : Employés de la

fonction publique et pensionnés qui participent

aux divers régimes.

But : Ce fichier contient tous les

renseignements inscrits sur les cartes de

demande d'assurance, qui servent à attester

que les employés sont assurés aux termes du

Régime de soins de santé de la fonction

publique (RSSFP), du Régime d'assurance des

cadres de gestion de la fonction publique

(RACGFP), du Régime d'assurance invalidité

de longue durée et du Régime d'assurance

invalidité. Vérification de la garantie

d'assurance au fichier de pension DND PPE

859 et aux états de service des membres de la

GRC RCMP PPE 802.

Usages compatibles : Actuellement, aucun

usage compatible n'a été identifié.

Normes de conservation et de destruction :

Les documents sont détruits deux ans après le

décès de l'employé.

No. ADD : 98/005.

Renvoi au dossier # : TPGSC DCGGBR 080.

Enregistrement (SCT) : 001375

Numéro de fichier : TPSGC PCE 754

Registre des logements de la Couronne

Description : Ce fichier renferme des

renseignements sur les employés de

l'administration fédérale qui occupent des

logements de la Couronne ou qui attendent de

pouvoir en occuper. Il contient les noms, les

adresses, le nombre de personnes chargées,

les salaires, la durée de la location, l'ancienneté

de service, les rapports d'inspections, les frais

de services et les autres renseignements liés à

l'occupation d'un logement.

Catégorie de personnes : Employés de

l'administration fédérale.

But : Ce fichier a pour but de consigner des

renseignements qui servent administrer les

logements fédéraux.

Usages compatibles : Actuellement, aucun

usage compatible n'a été identifié.

Normes de conservation et de destruction :

L'information est conservée pendant une

période de cinq ans, dans le cas de besoins de

logements, et de trois ans après l'expiration du

terme dans le cas de dossiers d'occupations

particuliers puis ils seront détruits.

No. ADD : 79/008

Renvoi au dossier # : TPC TPC 040

Enregistrement (SCT) : 000713

Numéro de fichier : TPSGC PCE 733

Fichiers de renseignements

personnels centraux

Banque de données sur les pensions de la

fonction publique

Description : Cette banque de données

renferme des dossiers manuels et informatiques contenant les pièces suivantes : actes de nomination, statistiques de l'état civil, documents, options, avis, calculs, correspondance, états de services, localisations géographiques, prestations de pension, documentation concernant la protection et le bénéficiaire des prestations supplémentaires de décès (PSD), renseignements portant sur les assurances, données sur les déductions au titre du service et les derniers paiements émis, en ce qui concerne les pensionnés protégés par la Loi sur la pension de la fonction publique et par la Loi sur les prestations de retraite

supplémentaires, ainsi que les pensionnés visés par d'anciennes lois sur les pensions, et leurs survivants.

Catégorie de personnes : Les employés actifs

et les anciens employés de la fonction publique et leurs survivants qui sont visés par la Loi sur la pension de la fonction publique, ainsi que les pensionnés qui sont visés par les anciennes lois sur les pensions.

But : Ce fichier sert à déterminer l'admissibilité

au paiement des cotisations, à calculer le total des cotisations de service antérieur, à stocker les dossiers d'emploi, à calculer les pensions de retraite et les pensions de survivant, à répondre aux demandes de renseignements, à émettre les paiements de pension, à informer les prestataires des versements ou des déductions de pensions, à recueillir les renseignements financiers comme preuve de difficultés

financières dans le but de modifier le mode de paiement, à prélever et remettre les primes à Revenu Canada, Revenu Québec, assureurs, etc., à offrir des services d'envoi pour les avis d'assurance, obligations d'épargne du Canada, Campagne de charité en milieu de travail du Gouvernement du Canada (CCMTGC), nouvelles politiques (paiements de péréquation) ristournes d'assurance santé, avis annuel d'indexation de pension, modification du taux d'impôt, ANRF (association des pensionnés), à déterminer l'admissibilité au régime de soins dentaires, à déterminer le bénéficiaire des PSD,

ainsi qu'à d'autres fins statistiques.

Usages compatibles : L'information contenue

dans cette banque de données peut servir aux fins de recherches statistiques, à

l'établissement des relevés de pension des

employés, à la vérification des prestations de

pension en regard au fichier de pension DND

PPE 859, aux états de service des membres de

la GRC RCMP PPE 802, et à la banque de

données informatisées principale du Régime de

pension du Canada – NHW PPU 155, et la

Régie des rentes du Québec, ainsi qu'à la

planification, à la mise en œuvre et à

l'évaluation de politiques gouvernementales

liées au personnel en ce qui a trait aux

pensions et à la pension de retraite. Le numéro

de pension de retraite et les numéros de

certificat de l'infrastructure à clés publiques sont

également utilisés à des fins de mappage en

vue de l'inscription dans les applications Web

relatives aux pensions. Ce mappage est tenu à

jour par la Direction générale des services

d'infotecnologie de Travaux publics et

Services gouvernementaux Canada (TPSGC),

qui est l'autorité de certification (AC) au nom du

Secteur de la rémunération de TPSGC et qui

gère les applications Web relatives aux

pensions. Le numéro de pension de retraite est

entré dans la base de données de mappage

sous forme de renseignements codés qui

peuvent être décodés par les applications

seulement. Le numéro de pension de retraite, le

CIDP, la date de naissance et le total des

retenues faites sur la dernière paye sont

également utilisés à des fins d'authentification

au moment de l'inscription dans les applications

Web.

Normes de conservation et de destruction :

Les documents sont détruits deux ans après

que toutes les mesures ont été prises. Les

bandes de traitement sont réutilisées un an.

No. ADD : 98/005.

Renvoi au dossier # : TPGSC DGCGBR 075.

Enregistrement (SCT) : 001374

Numéro de fichier : TPGSC PCE 790

Cartes de demande d'assurance

Description : Ce fichier contient les

localisations, les numéros de listes de paye,

dates de naissance, protection désirée,

numéros de pension de retraite et le nom des

personnes à charge assurées, pour tous les

fonctionnaires fédéraux et les pensionnés qui

organisations et entreprises ou du gouvernement, de même que leur adresse postale lorsque des documents imprimés sont demandés.

Catégorie de personnes : Le grand public, les représentants des organisations ou entreprises et les employés du gouvernement.

But : Ces renseignements sont compilés afin de traiter les questions ou commentaires reçus et de faire un suivi des réponses données. De plus, ces renseignements sont disponibles au personnel de Transports Canada dans le but d'améliorer les délais de réponse et les ressources d'information disponibles sur le site Web de Transports Canada.

Usages compatibles : Ces renseignements peuvent être utilisés pour fournir des rapports au sujet de ce programme à la haute direction. Ils peuvent également servir à des fins de recherche, de planification, de vérification et d'évaluation.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans à partir de la date de la dernière mesure prise concernant la demande du client, après quoi les dossiers sont détruits.

No. ADD : 98/001

Renvoi au dossier # : MTC COM 010

Enregistrement (SCT) : 005852

Numéro de fichier : MTC PPE 826

Système intégré du personnel de Transports

Description : Le Ministère exploite un système d'information de gestion du personnel et des postes. Les données portent sur les congés, le traitement de base, la dotation, la classification, les langues officielles, l'équité en matière d'emploi et les relations de travail.

Catégorie de personnes : Tous les employés de Transports Canada.

But : Ce système a pour but de servir d'outil de gestion pour soutenir des fonctions de personnel telles que la planification des ressources humaines et l'équité en matière d'emploi; produire des rapports de gestion dans les domaines suivants : langues officielles, équité en matière d'emploi, aperçus de l'âge/des années de service des employés, projections des départs en retraite possibles; et

Fichiers de renseignements personnels ordinaires

de permettre au Ministère de fournir des données exigées par les organismes centraux. **Usages compatibles :** Les renseignements contenus dans ce fichier sont utilisés comme outil de gestion.

Normes de conservation et de destruction : Les données sont maintenues, archivées ou détruites après deux ans.

No. ADD : 98/001

Renvoi au dossier # : MTC COM 010

Enregistrement (SCT) : 001073

Numéro de fichier : MTC PPE 801

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Évaluation du rendement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

de groupe et à Santé nationale et Bien-être social (aux fins des pensions).

Normes de conservation et de destruction : Les

dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement

l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont

transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint

l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit,

pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des

renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de

conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises,

en autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures

disciplinaires ont été annulées, c'est l'organisme ou le Ministère qui voit à ce que le document touchant

cette mesure soit immédiatement détruit.

No. ADD : 98/005

Transports Canada

Chapitre 153

Fichiers de renseignements personnels particuliers

Programme des prix

Description : Le fichier contient des

renseignements sur les fonctionnaires qui ont été nommés pour des prix, dans le cadre du

Programme des prix de Transports Canada. Ces renseignements peuvent comprendre des

années de service, des curriculum vitae, des évaluations de rendement, des descriptions à

l'appui de leur contribution méritoire dans leur travail, ou des suggestions pratiques en vue de

l'amélioration des opérations de la Fonction publique, ainsi que des rapports de

recommandations dûment remplis, concernant soit le prix au mérite, soit le prix à l'initiative.

Catégorie de personnes : Employés du Ministère qui ont été nommés pour des prix,

dans le cadre du Programme des prix de TC. **But :** Le fichier a pour but de donner des

renseignements sur les personnes qui ont été nommées pour des prix dans le cadre du

Programme des prix de TC. **Usages compatibles :** Les renseignements

contenus dans ce fichier sont utilisés pour établir des précédents au sujet des prix et pour

Renvoi au dossier # : DIC NDP 921 **Enregistrement (SCT) :** 000308 **Numéro de fichier :** DIC PPE 801

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de ce document) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat Formation et perfectionnement Langues officielles Programme d'équité en matière d'emploi Rémunération et avantages Stationnement

fournir une vérification à rebours concernant les dépenses de fonds.

Normes de conservation et de destruction : Les fichiers opérationnels sont conservés

pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont

conservés pendant six ans, puis détruits ; et les fichiers créant des précédents sont conservés

pendant 15 ans, puis détruits **No. ADD :** 98/001

Renvoi au dossier # : MTC COM 010 **Enregistrement (SCT) :** 002306

Numéro de fichier : MTC PPE 808 **Répertoire Plus de TC (RTC)**

Description : Ce fichier contient de l'information sur les personnes, les

organisations ou entreprises et les employés du gouvernement qui ont soumis des

commentaires ou des questions utilisant le formulaire de commentaires électronique sur les

sites intranet ou Internet de Transports Canada; les réponses à ces commentaires ou questions

et l'information relative à leur traitement. Le type de renseignements personnels recueillis

comprend le nom et l'adresse de courrier électronique des personnes, que ce soit en tant

que citoyens ou en tant que représentants des

Fichiers de renseignements
personnels particuliers

Dossier personnel d'un employé

Description : Ce fichier contient le dossier

sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'emploi et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille personnel qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les

promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, les groupes, les niveaux, les titres, les traitements et les primes ; les pensions et les assurances, les notamment les noms des bénéficiaires, les certificats ; la fin de l'emploi et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline, et les autorisations sécuritaires. On trouve parfois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés de la Société.

But : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Approuvations et Services Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs

Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Voyages et réinstallations

Aide aux employés
Cartes d'identification et laissez-passer
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement

Fichiers de renseignements personnels ordinaires

No. ADD : 98/005
Renvoi au dossier # : STC NDP 921
Enregistrement (SCT) : 005103
Numéro de fichier : STC PPE 815

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

bureau régional.
But : Ce fichier sert à tenir un inventaire des contrats signés par des personnes qui poursuivent des recherches ou qui ont mené des recherches nécessitant l'accès à des renseignements statistiques confidentiels.
Usages compatibles : Aucun usage.
Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans après la dernière utilisation administrative puis sont détruits.

No. ADD : 99/004

Renvoi au dossier # : STC NDP 920
Enregistrement (SCT) : 005102

Numéro de fichier : STC PPE 810

Inventaire des ressources humaines -
Système des affectations spéciales -

Employés

Description : Ce fichier comprend, sur le logiciel Global et sur des copies papier, les données personnelles de chaque candidat relatives à des sujets tels que leurs études, leurs domaines d'expertise, leur expérience de travail, leurs compétences en matière de langues officielles et leur curriculum vitae.

Catégorie de personnes : Les employés de

Statistique Canada.

But : Pour établir et tenir à jour un répertoire

actuel des employés du bureau qui s'intéressent à des possibilités d'affectations internes à Statistique Canada ou à des possibilités d'affectations externes au sein d'un autre ministère ou organisme fédéral.

Usages compatibles : Effectuer des recherches pour trouver des candidats qualifiés au sein du Bureau, et ce, pour des affectations qui ont été ciblées. Si toutes les parties concernées sont d'accord, les renseignements sont diffusés aux niveaux interministériels et intergouvernemental.

Normes de conservation et de destruction : Les dossiers seront conservés pour une durée de trois ans puis sont détruits.

l'économie

Chapitre 151

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Société immobilière du Canada limitée

Chapitre 149

Note : La Société immobilière du Canada limitée n'a pas d'employés. Sa présidente et première dirigeante est nommée par le gouvernement en conseil.

Tous les employés travaillent pour la Société immobilière du Canada CLC limitée, une filiale en propriété exclusive de la Société immobilière du Canada limitée.

Statistique Canada

Chapitre 150

Fichiers de renseignements personnels particuliers

Demandes émanant des organismes fédéraux d'enquête

Description : Ce fichier contient une copie des

demandes de divulgation présentées par les organismes d'enquête fédéraux et les

organismes d'enquête provinciaux faisant partie des ententes fédérales-provinciales, ainsi que la

mention des documents communiqués. Elle fut créée conformément au paragraphe 8(4) de la

Loi sur la protection des renseignements personnels. Seuls les éléments contenus dans

les fichiers du personnel peuvent être divulgués. Cependant, les données

communiquées dépendent de la demande elle-même.

Catégorie de personnes : Employés de Statistique Canada ayant fait l'objet d'une

demande de divulgation de renseignements de la part d'un organisme d'enquête fédéral ou

d'un organisme d'enquête provincial faisant partie d'une entente fédérale-provinciale.

But : Ce fichier sert à tenir un registre des demandes portant sur la divulgation de

renseignements personnels sur les employés de Statistique Canada (anciens ou actuels) et

présentées par les organismes d'enquête fédéraux et les organismes d'enquête

provinciaux faisant partie d'ententes fédérales-provinciales. Il permet au Commissaire à la

protection de la vie privée de le consulter

lorsqu'il examine les autorisations de divulgation et qu'il instruit les plaintes déposées

par les particuliers.

Usages compatibles : Aucun usage.

Normes de conservation et de destruction : Les dossiers sont conservés par le Bureau de

l'accès à l'information et des renseignements personnels pendant une période de deux ans

suivant la demande puis sont détruits.

No. ADD : 98/001

Renvoi au dossier # : STC DAC 615

Enregistrement (SCT) : 001603

Numéro de fichier : STC PPE 802

Employés réputés

Description : Ce fichier contient des copies

signées de contrats ou de protocoles d'entente ;

des affirmations de discrétion ou serments

signés ; des copies signées de déclarations

liées au serment d'engagement au secret professionnel et au code de conflits d'intérêts et de l'après-mandat ; le nom de la division, le nom de la personne et la date de signature du serment ou du contrat.

Catégorie de personnes : Personnes qui ont été autorisées par le Comité d'examen des projets de recherche pour les projets à entreprendre dans un centre de données de recherche, ou qui ont été autorisées en vertu d'un processus semblable d'examen par des pairs, pour des projets de recherche à entreprendre au bureau central ou dans un

Société du Musée canadien des civilisations

Chapitre 147

Fichiers de renseignements
personnels particuliers

Les accidents d'automobile
Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des règlements de transactions et la correspondance concernant les accidents survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles.
Catégorie de personnes : Ce fichier se rattache aux personnes à l'emploi de la SMCC.
But : Déterminer à la fois la responsabilité dans les accidents survenus et autoriser les réparations.
Normes de conservation et de destruction : Les dossiers sont conservés pour une période de dix ans après la réclamation et le règlement de la transaction pour chaque cas en particulier, puis ils sont détruits.
Renvoi au dossier # : SMCC-2000
Enregistrement (SCT) : 000380
Numéro de fichier : MCI PPE 801

**Fichiers de renseignements
personnels ordinaires**
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des

du Canada

Chapitre 148

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Code régissant les conflits d'intérêts et l'après-mandat
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
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Formation et perfectionnement
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Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Société du Musée des sciences et de la technologie

Société des ponts fédéraux Limitée

Chapitre 146

Fichiers de renseignements personnels ordinaires

réel.

Usages compatibles : Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

Normes de conservation et de destruction : Ces dossiers sont conservés toute la période d'emploi et pendant deux ans à la fin de l'emploi, après quoi ils sont détruits par les Archives nationales du Canada.

No. ADD : 98/005

Enregistrement (SCT) : 002296

Numéro de fichier : SAD PPE 805

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

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Dotation

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Rémunération et avantages

Sécurité et santé au travail

Fichiers de renseignements personnels particuliers

Programme de reconnaissance

Description : Ce fichier contient des renseignements sur les employés dont : nom, adresse résidentielle, numéro de téléphone, date d'entrée en fonction, prix distribués relatifs aux nombres d'années de service.

Catégorie de personnes : Le programme de reconnaissance concerne les employés de la Société qui ont de 5 à 25 années de service.

But : Le programme de reconnaissance est un moyen que la Société a choisi pour souligner les années de service de ses employés.

Usages compatibles : Les dossiers du programme de reconnaissance sont utilisés à des fins de gestion de remise des prix commémorant le nombre d'années de service d'un employé.

Normes de conservation et de destruction : Conservation permanente.

No. ADD : A déterminer.

Renvoi au dossier # : SPFL 100 101

Enregistrement (SCT) : 005306

Numéro de fichier : SPFL PPE 801

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

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Société d'assurance-dépôts du Canada

Chapitre 145

Fichiers de renseignements personnels particuliers

Conflits d'intérêts

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiel, des rapports d'enquête, ainsi que la correspondance concernant les conflits

Usages compatibles : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, spéciales.
d'exception lorsqu'il y a des circonstances sociale ; toutefois, il peut y avoir des cas uniforme. Il faut inscrire le numéro d'assurance l'administration de la paye et des avantages soit d'identification et afin d'assurer que d'assurance sociale est utilisé à des fins indemnités ainsi que les retenues. Le numéro approuver le paiement des traitements et des avantages au sein des ministères et sur l'administration de la rémunération et des **But :** Ce fichier contient de la documentation retraités de la Société.

Catégorie de personnes : Employés et dossier personnel de chaque employé.) gains et la pension de retraite est joint au la distraction. (N.B. Le dossier touchant les concernant les fonds relatifs à la saisie-arret et également comprendre des dispositions la paye et des avantages. Le fichier peut correspondance connexe à l'administration de le numéro d'assurance sociale, ainsi que la des avantages pour chaque employé, y compris des renseignements au sujet du traitement et les indemnités et les déductions, et présente certifications nécessaires pour la rémunération, **Description :** Ce fichier contient les

Rémunération et avantages

Numéro de fichier : SHL PPE 845

Enregistrement (SCT) : 003134

Renvoi au dossier # : SHL SRH 924

No. ADD : 96/027

un site commercial d'entreposage externe. suivant le décès du participant et des survivants. Les dossiers sont ensuite envoyés à

potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. **Catégorie de personnes :** Employés de la Société. **But :** Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiel ou réel. Il sert à consigner les conflits d'intérêts potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts

Formation et perfectionnement
Mesures disciplinaires
Stationnement
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Fichiers de renseignements personnels ordinaires

Numéro de fichier : SHL PPE 840

Enregistrement (SCT) : 003133

Renvoi au dossier # : SHL SRH 918

No. ADD : 96/027

soient plus en vigueur.
concernant la saisie-arret et la distraction ne dette soit recouvrée ou que les mesures paiement excédentaire soient réglées, que la conservées jusqu'à ce que les questions de fonds. Dans ces cas, les dossiers sont relatives à la saisie-arret et à la distraction de la Couronne, de mise en vigueur des mesures excédentaire, de perception des dettes dues à cas de règlement des questions de paiement toutefois, cette règle ne s'applique plus dans les retenues et pour la correspondance connexe ; de documents généraux relatifs à la paye et aux sont gardés pendant quatre ans lorsqu'il s'agit site commercial d'entreposage externe où ils Après deux ans, les dossiers sont envoyés à un **Normes de conservation et de destruction :**

le cas échéant, permettre, conformément à la Loi sur la saisie-arret et la distraction de pensions, de procéder à la saisie-arret et à la distraction des fonds.

désignation linguistique des postes, la période de conservation est de trois ans, et la période dormante qui suit, de cinq ans.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 923

Enregistrement (SCT) : 002993

Numéro de fichier : SHL PPE 825

Programme d'aide aux employés

Description : Ce fichier contient des renseignements concernant un service-conseil

volontaire et confidentiel offert aux employés de la SCHL, aux retraités, leur conjoint et leurs personnes à charge. Les employés, leurs personnes à charge et les retraités ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant

ont été retenus par la SCHL afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la SCHL afin de maintenir le caractère confidentiel du programme.

Catégorie de personnes : Les employés de la SCHL, leurs conjoints, leurs personnes à

charge ainsi que les retraités de l'entreprise. **But :** L'information est utilisée par le consultant pour assurer la suite des services rendus.

Usages compatibles : Le consultant entreprend une évaluation systématique du PAE et fournit des statistiques à la SCHL d'une façon telle que la confidentialité des individus qui ont utilisé le service est assurée.

Normes de conservation et de destruction : En vertu du contrat conclu avec le consultant, ce dernier conserve l'information jusqu'à la fin du contrat. À la fin du contrat, la SCHL et le consultant s'entendent pour qu'un tiers révise l'information et celui-ci fait alors les recommandations qui s'imposent. Avant de transférer des dossiers à un nouveau fournisseur de services, il faut obtenir un consentement écrit de la part du client.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 922

Enregistrement (SCT) : 003135

Numéro de fichier : SHL PPE 850

Réclamations – Véhicules assurés ou non

Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des règlements des transactions et la correspondance concernant des accidents

survenus à des véhicules loués ou appartenant à l'État ainsi qu'à des véhicules privés utilisés à des fins professionnelles sur des accidents qui

ont été rapportés de même que les

réclamations concernant la responsabilité, les fraudes commises par des employés, les dommages matériels et les créances hypothécaires.

Catégorie de personnes : Employés de la SCHL et le grand public.

But : Ce fichier a pour but de conserver les renseignements se rapportant aux accidents

d'automobile survenus à des employés de la SCHL et au grand public de même que les données sur les réclamations.

Usages compatibles : Déterminer la responsabilité pour de tels accidents, en

approuver le règlement et fournir des statistiques afin de répondre aux exigences de rapports des compagnies d'assurance.

Normes de conservation et de destruction : Les dossiers sont conservés actifs pendant cinq

ans et inactifs indéfiniment.

No. ADD : 96/027

Renvoi au dossier # : SHL SSG 901

Enregistrement (SCT) : 003295

Numéro de fichier : SHL PPE 855

Régime de retraite de la SCHL

Description : Ce fichier contient des preuves de service antérieur, des formulaires de demande

de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer les nom et prénoms ainsi que le numéro d'emploi.

Catégorie de personnes : Employés et

retraités de la Société.

But : Ce fichier sert à déterminer les prestations de retraite de la SCHL pour les employés qui y versent des cotisations. Les renseignements contenus dans ce fichier peuvent être utilisés aux fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques relatives au Régime de retraite et aux prestations de retraite de la SCHL.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au Bureau fédéral du surintendant des institutions

financières et à l'Agence du revenu du Canada (impôt) pour le fichier RCI PPU 005, Déclaration

d'impôt sur le revenu des particuliers. Il arrive également que des renseignements soient fournis à des ministères ou à des agences du

gouvernement fédéral lors de mutations d'employés, ou à des employeurs avec lesquels la Société a conclu une entente de réciprocité.

Normes de conservation et de destruction : Les dossiers sont gardés pendant sept ans

Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier d'emploi des parties concernées. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront transférés dans le fichier se rapportant aux mesures disciplinaires.

Catégorie de personnes : Employés de la SCHL.

But : Ce fichier a pour but d'emmagasiner les renseignements nécessaires qui permettent le traitement de plaintes de harcèlement au travail. Il sert à prendre des décisions et, plus particulièrement, à établir s'il y a vraiment harcèlement. Dans l'affirmative, il sert à déterminer les mesures appropriées.

Usages compatibles : Étayer les décisions portant sur les mutations et les mesures disciplinaires.

Normes de conservation et de destruction : Les dossiers sont détruits cinq ans après la dernière mesure administrative prise au sujet d'un cas donné.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 926

Enregistrement (SCT) : 002994

Numéro de fichier : SHL PPE 830

Journaux de contrôle des réseaux électroniques

Description : Le fichier renferme des renseignements sur l'utilisation des réseaux électroniques à la SCHL. Ces renseignements sont recueillis lorsqu'il y a lieu de soupçonner qu'un réseau électronique de la SCHL est soumis à un usage détourné, au sens donné à ce terme dans les Lignes directrices sur l'utilisation d'Internet et dans la politique sur l'utilisation des réseaux électroniques pour les employés de la SCHL. Ce fichier peut comprendre, par exemple, des journaux de réseau qui établissent des liens entre le poste de travail d'un employé et une adresse IP, les listes de sites consultés et les renseignements sur les opérations effectuées, y compris la date, l'heure, la durée et la nature de la visite ou de l'opération. Il peut aussi s'étendre à de l'information sur l'usage fait de codes d'autorisation attribués à des particuliers, y compris les cas où les codes ont pu être utilisés avec succès ou non, la date, l'heure et la fréquence d'utilisation.

Catégorie de personnes : Les employés de la SCHL.

But : Les renseignements stockés dans le fichier sont recueillis aux fins des enquêtes sur

les cas soupçonnés ou présumés d'usage détourné des réseaux électroniques de la SCHL.

Usages compatibles : Les renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux Lignes directrices sur l'utilisation d'Internet et politique sur l'utilisation des réseaux électroniques par les employés de la SCHL.

Normes de conservation et de destruction : Les renseignements personnels utilisés sont conservés pendant trois ans à partir de la dernière utilisation qui en est faite et seront détruits à ce moment.

No. ADD : 96/027

Renvoi au dossier # : SHL SSG 903

Enregistrement (SCT) : 005072

Numéro de fichier : SHL PPE 847

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données linguistiques de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé ; les résultats des examens de connaissance linguistique ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions peuvent être joints au dossier personnel de l'employé.

Catégorie de personnes : Employé de la SCHL.

But : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la SCHL. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés.

Usages compatibles : Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation, de mutation et de promotion. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles.

Normes de conservation et de destruction : Pour les résultats des tests de langue et les dossiers de participation aux cours de langue, la période de conservation est de cinq ans, suivie d'une période dormante de un an. Pour la

Gestion de la diversité et Programme

d'équité en matière d'emploi

Description : Cette banque renferme de l'information sur les membres des groupes désignés. On demande aux répondants d'indiquer, au moyen d'un questionnaire, s'ils sont Autochtones, s'ils ont une déficience ou s'ils font partie d'une minorité visible. **Catégorie de personnes :** Employés de la Société.

But : Cette banque contient des documents visant à faciliter l'intégration des principes de la diversité dans les processus de la SCHL, ainsi que l'application de la Loi sur l'équité en matière d'emploi. Les données recueillies servent aux fins suivantes : évaluer le progrès réalisé par la Société en vue d'attirer et de retenir une main-d'œuvre diversifiée, représentative de la population active du Canada (en particulier des femmes, des Autochtones, des membres de minorités visibles et des personnes handicapées), saisir des renseignements utiles sur les besoins des employés de la SCHL, afin d'assurer l'élaboration, la révision et la mise en application constantes de lignes de conduite, de pratiques et de systèmes équitables, dans l'intérêt de tous les employés. Cela comprend des renseignements qui serviront à comparer la situation des membres du groupe désigné à celle des membres du groupe non désigné au sein de la SCHL. Ces données permettront d'établir un processus visant à identifier les besoins des employés en matière d'installations et de déterminer le savoir-faire culturel, comme la connaissance de la langue, que l'on retrouve à la Société et qui permet de répondre aux besoins des clients à l'échelle nationale et internationale. Le numéro d'emploi peut être utilisé pour relier les renseignements contenus dans cette banque de données aux renseignements sur le même employé contenus dans une autre base de données (p. ex. le système de gestion des Ressources humaines) dans le but d'obtenir des données statistiques, à condition que l'usage qui doit en être fait soit conforme aux usages prévus lorsque les données personnelles ont été initialement recueillies.

Usages compatibles : Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable. L'information est aussi utilisée pour

les rapports annuels que la SCHL présente à Ressources humaines et Développement des compétences Canada, pour le rapport interne sur la diversité et l'équité en matière d'emploi de la SCHL et pour d'autres rapports de contrôle. On peut également l'utiliser à des fins de planification et d'élaboration de lignes de conduite se rapportant aux ressources humaines.

Normes de conservation et de destruction :

Les documents sont détruits deux ans après le départ de l'employé de la SCHL.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 921

Enregistrement (SCT) : 002198

Numéro de fichier : SHL PPE 809

Griefs

Description : Ce fichier contient les griefs

présentés par les employés syndiqués et par les représentants des unités de négociation ;

les accusés de réception et les réponses de la

direction ; les témoignages ; les opinions

juridiques ; les rapports d'enquête et d'analyse,

et toute la correspondance échangée au sujet

des griefs.

Catégorie de personnes : Employés

syndiqués de la SCHL.

But : Ce fichier a pour but de consigner les

renseignements utilisés à tous les paliers de

règlement des griefs.

Usages compatibles : Le but de ce fichier est

de consigner des renseignements utilisés dans

le processus de règlement des griefs. Les

renseignements contenus dans ce fichier sont

utilisés exclusivement pour consigner et, le cas

échéant, aider à résoudre les griefs à tous les

paliers de la procédure.

Normes de conservation et de destruction :

Les dossiers sont détruits après une période de

cinq ans à compter de la date de règlement du

grief.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 926

Enregistrement (SCT) : 002992

Numéro de fichier : SHL PPE 820

Harcelement (y compris la discrimination et

le harcèlement sexuel)

Description : Ce fichier contient la

correspondance concernant les incidents reliés

au harcèlement ; les entrevues réalisées avec

les plaignants et avec la personne qui a été

supposément accusée de harcèlement ; les

entrevues avec les témoins ; les sommations

aux enquêtes faites par la direction ; les

analyses des situations et les dossiers touchant

les décisions prises au sujet d'incidents donnés.

Dossiers des appels internes et des plaintes

d'employés

Description : Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Développement des ressources humaines Canada, Travail et le Bureau du Commissaire aux langues officielles.

Catégorie de personnes : Employés qui ont eu recours au système d'appel interne ou à un processus se rapportant à une plainte de l'extérieur.

But : Le fichier sert à fournir des renseignements recueillis au cours d'appels internes et des investigations de plaintes externes, ainsi qu'à tenir un dossier des précédents.

Usages compatibles : Appuyer les décisions en matière de mutation d'employés et de discipline. Appuyer les décisions relatives à la modification des lignes de conduite, des processus et des pratiques, et étayer ces décisions.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans à partir de la date du règlement ou de la décision de l'appel.

No. ADD : 96/027
Renvoi au dossier # : SHL SRH 926
Enregistrement (SCT) : 001938
Numéro de fichier : SHL PPE 804

Dossiers médicaux des employés (1977 au 31/12/97)
Description : Ce fichier contient les dossiers médicaux sur les employés ainsi que des renseignements médicaux au sujet des membres de leur famille.

Catégorie de personnes : Employés de la Société et les membres de leur famille.

But : Ce fichier contient toutes les consultations effectuées par le Centre de santé incluant les traitements d'urgence, les visites concernant le retour au travail, l'assistance aux employés et les examens nécessitant des références aux médecins spécialisés.

Usages compatibles : Prévoir l'accès aux employés à leurs renseignements médicaux par l'entremise du Bureau de l'accès à l'information et de la protection des renseignements personnels.

Normes de conservation et de destruction : Depuis 1977, les dossiers sont conservés jusqu'à ce que l'individu ait atteint 70 ans ou deux ans après le décès de l'individu, pourvu

que deux ans se soient écoulés depuis la dernière mesure administrative concernant l'information.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 922

Enregistrement (SCT) : 001937

Numéro de fichier : SHL PPE 802

Dotation - Dossiers de compétition
Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les demandes d'emploi des candidats qui ont passé une entrevue ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant des membres du comité de sélection ; les documents relatifs aux examens et à leurs résultats ; les offres d'emploi ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé).

Catégorie de personnes : Candidats internes et externes.

But : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes.

Usages compatibles : Sélectionner des candidats, doter des postes. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question.

No. ADD : 96/027
Renvoi au dossier # : SHL SRH 920

Enregistrement (SCT) : 002995

Numéro de fichier : SHL PPE 835

de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; aux termes et conditions d'emploi ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles et aux langues officielles. C'est la SCHL pour laquelle l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stades, les mises à pied et la durée de l'emploi ; la performance et les évaluations de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; les termes et conditions d'emploi ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles et le niveau du visa d'intégrité.

Catégorie de personnes : Employés de la SCHL.

But : Corroborer les décisions relatives à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles, aux langues officielles et au niveau du visa d'intégrité ainsi qu'à la vérification des références professionnelles. Ces renseignements sont distribués aux divers régimes d'assurance-maladie provinciaux ; aux

assureurs de groupe, s'il y a lieu, et aux syndicats (retenue des cotisations).

Usages compatibles : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il arrive également que des renseignements soient fournis à des ministères ou à des agences du gouvernement fédéral lors de mutations d'employés, ou aux employeurs avec lesquels la Société a conclu une entente de réciprocité (retraite).

Normes de conservation et de destruction : Les dossiers sont gardés par la SCHL pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés à un site commercial d'entreposage externe et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé, après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations du rendement d'employés sont conservées pendant cinq ans.

No. ADD : 96/027

Renvoi au dossier # : SHL SRH 925

Enregistrement (SCT) : 002991

Numéro de fichier : SHL PPE 815

Dossiers d'enquête

Description : Ce fichier sert à la consignation des plaintes et des irrégularités au sujet de questions du domaine criminel ou sécuritaire. Il contient les procès-verbaux d'enquêtes, des notes d'entrevue, des rapports et les démarches correctives entreprises.

Catégorie de personnes : Employés et grand public.

But : Le fichier sert à faire enquête et à juger de la véracité des allégations de mauvaise conduite dans le domaine des infractions statutaires ou criminelles contre la Société, ou par un employé.

Usages compatibles : Dans le cas d'enquêtes criminelles, les dossiers sont remis à la G.R.C. ou à un autre service de police reconnu.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans suivant l'activité administrative relative à un cas.

No. ADD : 96/027

Renvoi au dossier # : SHL SSG 903

Enregistrement (SCT) : 001939

Numéro de fichier : SHL PPE 806

données en direct peuvent être consultées pour 16 semaines, après quoi elles sont archivées sur bande magnétique. Les employés qui demandent accès à ce fichier doivent d'abord produire leur numéro d'identification d'employé, indiquer leur emplacement de travail et préciser la période à laquelle se rapportent les données.

Normes de conservation et de destruction : Les dossiers seront conservés pendant un minimum de deux ans.

Renvoi au dossier # : SCP HR 22
Enregistrement (SCT) : 003547
Numéro de fichier : SCP PPE 831

Systèmes de contrôle de l'accès

Description : Le fichier contient des demandes de carte d'identité signées, des demandes de laissez-passer temporaires, des photographies, des données sur l'inscription des visiteurs et des rapports d'incidents occasionnels, ainsi que des documents d'appoint. L'information qui existe sur support informatique est limitée. Le système de carte d'accès et d'alarme peut aussi produire des

rapports pour assister aux enquêtes d'incident et à l'analyse statistique. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et la date d'emploi.

Catégorie de personnes : Employés qui ont accès aux installations de la Société.

But : Le fichier vise à contrôler l'accès à certaines installations, et à garantir la sécurité des employés et des biens de la Société et de tout le courrier en cours de transmission.

Usages compatibles : Les dossiers servent à l'émission et à la révocation des cartes d'identité ou des laissez-passer, et au maintien de la sécurité des immeubles.

Normes de conservation et de destruction : Les documents sont gardés pendant deux ans après la date d'expiration des cartes, puis ils sont détruits.

No. ADD : 91/020
Renvoi au dossier # : SCP CS 6
Enregistrement (SCT) : 001364
Numéro de fichier : SCP PPE 823

potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de la Société.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et des organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits sept ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 96/027
Renvoi au dossier # : SHL SRH 926
Enregistrement (SCT) : 000097
Numéro de fichier : SHL PPE 808

Dossier personnel d'un employé

Description : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne au sein de la SCHL. Ce dossier est conservé afin

Cartes d'identification et laissez-passer

Description : Ce fichier pourrait contenir des photographies, des formulaires d'identification et la correspondance connexe à l'émission des cartes d'identité et des laissez-passer.

Catégorie de personnes : Employés de la Société, entrepreneurs et consultants.

But : Ce fichier a pour but d'emmagasiner des renseignements connexes à l'émission des cartes d'identité et des laissez-passer.

Usages compatibles : Émettre des cartes d'identité et des laissez-passer.

Normes de conservation et de destruction : Les dossiers sont détruits trois ans à compter du départ de l'employé.

No. ADD : 96/027
Renvoi au dossier # : SHL SSG 903
Enregistrement (SCT) : 002199
Numéro de fichier : SHL PPE 810

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt

la SCP car plusieurs employés détiennent des permis de stationnement obtenus de fournisseurs privés.

Normes de conservation et de destruction : Les documents sont conservés pendant deux ans après l'année financière de l'expiration du permis avant d'être détruits.

No. ADD : 97/020

Renvoi au dossier # : SCP ADM 2

Enregistrement (SCT) : 001359

Numéro de fichier : SCP PPE 817

Système d'information sur les ressources

Humaines (SIRH) — FERME(2002)

Description : Ce fichier contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à Postes Canada, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type d'employé (temps-plein, temps partiel, à terme, occasionnel, etc.), le titre et le numéro de poste, la catégorie linguistique, le code d'exclusion, la durée de la semaine de travail, le salaire de base, l'unité de travail, le lieu de travail et le numéro de téléphone, le degré de bilinguisme, l'information organisationnelle, le dossier des nominations, la date et le motif de cessation d'emploi. Le numéro d'assurance sociale est recueilli et utilisé à des fins non statutaires, jusqu'à ce qu'il puisse être remplacé par le numéro d'identification des employés.

Catégorie de personnes : Il y a des dossiers et des données sur tous les employés actuels de la SCP, qu'ils soient des employés réguliers, à terme, occasionnels, à plein temps ou à temps partiel, ainsi que sur les anciens employés qui ne sont plus à l'emploi de la SCP depuis 1985.

But : Appuyer la rémunération et l'administration des avantages sociaux de tous les employés de la SCP.

Usages compatibles : Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, les vérifications de sécurité, la rémunération et les avantages sociaux, la paie et les présences, la planification et le perfectionnement des ressources humaines, la formation, la santé professionnelle et la sécurité, les déplacements et la réinstallation, l'équité en matière d'emploi, les relations du travail, la discipline, les démissions et les cessations d'emploi; pour faciliter la supervision des employés

(les superviseurs contribueront et auront accès à certaines données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail); pour effectuer des enquêtes et poster des publications de la Société; pour la production des rapports de la gestion (c'est-à-dire le rapport sur les langues officielles, les droits de la personne et l'équité en matière d'emploi, les prévisions quant aux ressources en main-d'œuvre/demandes de travail; et à d'autres fins de recherche (c'est-à-dire recherche dans le domaine des relations industrielles, des études d'organisation, des comparaisons inter-entreprises, des analyses des tendances).

Normes de conservation et de destruction : La destruction des données relatives aux différents programmes soutenus par le SIRH est régie par le calendrier des délais de conservation des fichiers pertinents.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 18

Enregistrement (SCT) : 001348

Numéro de fichier : SCP PPE 804

Système national d'assiduité et des présences

(SNAP) — FERME(2002)

Description : Ce fichier informatisée renferme, sous forme de rapport, divers renseignements comme le nom de l'employé, le numéro d'identification de l'employé, les heures de travail et les déplacements entre les postes de travail pendant un quart prévu, les heures supplémentaires, les primes de quart, les pauses de travail, les calendriers de quart, les congés prévus ou les jours de congé restants ainsi que les absences non prévues. Il est à noter que certaines données sur support papier peuvent se trouver aux Dossiers individuels sur le personnel.

(Rémunération).

Catégorie de personnes : Tous les employés actuels ou ayant récemment quitté la SCP, qui sont ou qui ont été assignés à un site du SNAP.

But : Ce fichier a pour but de recueillir les données sur les présences et les congés aux sites SNAP afin de surveiller les déplacements entre les postes de travail des employés pendant les quarts et d'obtenir une ventilation de la répartition de la main-d'œuvre par quart de travail à chaque établissement.

Usages compatibles : Les dossiers servent à

confirmer les droits salariaux et autres des employés, à déterminer les schémas de répartition de la main-d'œuvre par quart de travail à chaque établissement SNAP, à prévoir les affectations des employés réguliers et occasionnels, à effectuer des vérifications et à compiler des statistiques. Les

les employés, et comprend des évaluations du problème, des solutions de rechange, des recommandations et la décision prise par la suite, à savoir la poursuite du travail, l'imposition de mesures disciplinaires, le déplacement, la rétrogradation ou la cessation d'emploi. Précisons que le règlement des frais d'inscription est aussi versé aux Comptes fournisseurs (SCP PPE 820).

Catégorie de personnes : Un pourcentage restreint d'employés non-syndiqués qu'on dirige vers les Services exécutifs parce qu'il s'agit d'employés problèmes ou dont le poste a été déclaré superflu.

But : Le fichier vise la prestation de conseils objectifs à la haute direction sur les cas épineux de certains employés non syndiqués.

Usages compatibles : Les documents y figurant servent à garantir le traitement humanitaire et conséquent, dans la légalité, des cas soumis. Des notes sur les décisions prises (non motivées) peuvent être versées aux Dossiers individuels sur le personnel, SCP PPE 802.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de douze ans après le dernier emploi administratif (par exemple, règlement de la question) avant d'être détruits.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 29

Enregistrement (SCT) : 001355

Numéro de fichier : SCP PPE 812

Services de la correspondance

Description : Ce fichier contient, entre autres, des lettres envoyées ou adressées au Ministre, au président et à d'autres dirigeants de Postes Canada, des lettres dirigées aux bureaux régionaux du Réseau des relations avec la clientèle, de la documentation de base compilée lors de la préparation des réponses et les réponses finales. On retrouve certains renseignements, comme les lettres d'arrivées, des ébauches de réponse courante et un index, dans le système informatisé des Services de la correspondance. Dans certains cas, la documentation de base se trouve sous forme automatisée. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom de famille et le code postal de la demande précédente.

Catégorie de personnes : Employés actuels de la Société et les employés qui l'ont quittée récemment qui ont adressées des lettres au Ministre, aux députés, à d'autres représentants élus ou au président du conseil, au président ou

à d'autres dirigeants de la Société. Les documents peuvent aussi contenir des renseignements personnels sur d'autres employés lorsque la demande les concerne.

But : Le présent fichier sert de référence dans la préparation des réponses aux demandes adressées au Ministre, au président du conseil et à au président de Postes Canada.

Usages compatibles : Les registres servent à étayer le système de correspondance, surveiller la préparation des réponses, et à titre de référence lorsque d'autres demandes ou des demandes similaires sont présentées, à faire des réponses utiles, justifiées par de nouveaux développements, aux personnes qui ont manifesté un intérêt particulier envers une question, ainsi qu'à étudier certaines tendances.

Normes de conservation et de destruction : Les ébauches de réponse du système informatisé sont effacées une fois la lettre finale signée. Les documents écrits et l'index automatisé sont conservés pendant une période de sept ans après l'année où la réponse a été envoyée, puis sont détruits ou supprimés, selon le cas. L'élimination des documents conservés dans les dossiers des unités qui préparent les réponses se fait conformément aux dispositions en vigueur dans celles-ci.

No. ADD : 91/020

Renvoi au dossier # : SCP COM 3

Enregistrement (SCT) : 002077

Numéro de fichier : SCP PPE 826

Stationnement

Description : Ce fichier réunit les demandes de permis, y compris les privilèges de stationnement, et les documents relatifs au stationnement de véhicules à moteur sur les terrains loués ou appartenant à la Société. Il peut exister aussi des dossiers d'opérations informatisés. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail et les dates d'emploi.

Catégorie de personnes : Employés de la Société qui ont demandé ou reçu un permis de stationnement de la SCP.

But : Le présent fichier vise le contrôle du stationnement à proximité de certains édifices de la Société.

Usages compatibles : Les documents doivent servir à surveiller l'émission et la révocation de permis de stationnement, et dans les cas de poursuite pour violation des règlements de stationnement. Les documents peuvent aussi aider à organiser le co-voiturage. Il est à noter que certains dossiers sont hors de la portée de

Relations gouvernementales
Description : Ce fichier contient les demandes de renseignements téléphoniques ou écrites au

sujet de Postes Canada ou de ses programmes d'exploitation émanant du personnel des ministères, des députés, des sénateurs et autres représentants élus ou transmises au

nom des électeurs. Il renferme aussi des lettres envoyées ou adressées au Ministre, au président du conseil, au président et à d'autres dirigeants de Postes Canada, ou des lettres adressées aux bureaux divisionnaires du

Réseau des relations avec la clientèle référées aux Relations gouvernementales en vue d'obtenir des conseils ou des réponses, de la documentation de base compilée lors de la

préparation des réponses et les réponses fournies. On retrouve certains renseignements dans le système informatisé de

correspondance. On y retrouve aussi la correspondance et la documentation se rapportant à Postes Canada et à ses

programmes d'exploitation destinées à renseigner le Ministre et les représentants élus, des dossiers, des pétitions de la Chambre des communes et des questions figurant au

Feuilleton. (Le fichier numéro SCP PPE 826, Service de correspondance, contient des enregistrements connexes.) Les personnes qui

désirent avoir accès à ce fichier doivent préciser les noms, les dates, les lieux et l'objet de la demande, car cette information ne peut être

récupérée à partir du code d'identification personnel.
Catégorie de personnes : Employés, lorsque la demande les concerne.

But : Le présent fichier sert de référence dans la préparation des réponses aux demandes de renseignements. Les documents servent à surveiller la préparation des réponses aux

demandes, pour fin de référence lorsque des demandes subséquentes ou similaires sont adressées, et à identifier et à suivre les

tendances.
Normes de conservation et de destruction : La correspondance générale est conservée pendant deux années civiles suivant la dernière utilisation à des fins administratives puis elle est

détruite. Les dossiers, les pétitions de la Chambre des communes et les questions au Feuilleton sont conservés pendant cinq ans suivant la dernière utilisation à des fins

administratives, puis ils sont détruits.
No. ADD : 97/020
Renvoi au dossier # : SCP COM 3

Enregistrement (SCT) : 004000
Numéro de fichier : SCP PPE 833

Services aux régions du Nord

Description : Les dossiers en clair comprennent des certificats de naissance et de

mariage, des indemnités de poste isolé, des attestations d'étude et des déclarations de conjoint de fait, des certificats officiels de citoyenneté, des documents d'autorisation de

déplacement et des demandes de remboursement de frais de déplacement et des dossiers de présence. Les données

informatisées comprennent le nom, le numéro d'identification de l'employé, l'état matrimonial, la date de naissance, l'adresse à domicile, les données sur les présences, les congés, les

salaires et les déplacements, l'unité de négociation, le profil de bureau, les données du poste, les profils annexes, les indemnités de

poste isolé et d'autres droits spéciaux. Certaines données relatives aux nouveaux employés sont extraites du Système, appliquées et produits (SAP); et partagées

avec les Comptes fournisseurs (SCP PPE 820) ainsi que les Opérations du service de la paie (voir Dossiers individuels sur le personnel (Rémunération).

Catégorie de personnes : Près de 300 employés des services aux régions du Nord et leurs personnes à charge.
But : Appuyer la rémunération des employés

des Services aux régions du nord.
Usages compatibles : Déterminer et administrer les indemnités de poste isolé (avantage imposable) aux employés des services aux régions du Nord, y compris les

frais de déplacement de leur famille; vérifier les données de nomination, pour mettre à jour les listes des employés en service; surveiller les

présences et les frais de déplacement; effectuer des envois intéressant particulièrement les employés ou les services des régions du Nord; et pour répondre aux demandes de renseignements.

Normes de conservation et de destruction : Les dossiers sont conservés pendant un minimum de deux ans suivant la cessation d'emploi, puis ils sont détruits.
No. ADD : 98/005

Renvoi au dossier # : SCP OPS 3
Enregistrement (SCT) : 003548
Numéro de fichier : SCP PPE 832

Services exécutifs
Description : Ce fichier contient des renseignements personnels réunis au cours du traitement des questions délicates concernant

des règlements. Précisons que les documents sur le règlement des frais sont aussi versés au fichier Comptes fournisseurs, SCP PPE 820, que ceux sur les conducteurs de véhicules (y compris ceux sur les accidents qui n'entraînent pas de réclamations présentées par des tiers) sont conservés dans le fichier Gestion du parc de véhicules, SCP PPE 825, que les réclamations d'indemnisation pour accidents de travail sont classées dans le fichier Demandes de règlement à la Commission des accidents de travail, SCP PPE 845, et que les réclamations portant sur le courrier en retard, perdu ou endommagé sont versées dans le fichier Réseau des relations avec la clientèle, SCP PPU 030. Les personnes qui désirent avoir accès à ce fichier doivent préciser, notamment, le lieu et la date du sinistre.

Catégorie de personnes : Employés de la Société victimes de sinistres (conducteurs de véhicules de la Société et facteurs). (Voir aussi le fichier Cas de responsabilité financière, SCP PPE 818.)

But : Le présent fichier porte sur le traitement des réclamations présentées par Postes Canada et par des tiers.

Usages compatibles : Les documents servent à déterminer la responsabilité dans le cas d'accidents de voiture, d'incendies et d'accidents avec des tiers; ainsi que par des dommages à la propriété de Postes Canada; approuver les ententes de règlement (paiements faits à la Société ou par celle-ci). Comme les véhicules des postes sont assurés, les réclamations sont traitées par des régisseurs de l'extérieur (réclamation exigeant une enquête, en particulier celles impliquant des blessures). Ils servent également à étayer les réclamations de la Société concernant certaines polices en vigueur, et à aider à diminuer les pertes et à mettre en place des mesures de prévention des sinistres. Précisons que certains renseignements peuvent être fournis aux compagnies d'assurance, aux avocats représentant l'une ou l'autre des parties et à la police pour faciliter le règlement des sinistres et pour empêcher la récidence.

Normes de conservation et de destruction : Les documents sont conservés pendant six années financières après le règlement des réclamations faites à la Société ou présentées par celle-ci, puis ils sont détruits, à moins qu'une personne mineure ne soit concernée, auquel cas les documents sont conservés pendant six années financières après que le mineur ait atteint sa majorité (âge qui varie selon les provinces).

No. ADD : 91/020
Renvoi au dossier # : SCP CS 8
Enregistrement (SCT) : 001360
Numéro de fichier : SCP PPE 819

Reinstallation

Description : Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et correspondance sur la réinstallation et, s'il y a lieu, des documents sur les transactions immobilières. Des données sur les dépenses se trouvent aussi dans le fichier automatisé des réinstallations du système du grand livre auxiliaire. Précisons que les documents sur le règlement des coûts sont aussi versés au fichier Comptes fournisseurs (SCP PPE 820). Le système informatisé comprend également des dossiers sur les biens immobiliers. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de la réinstallation et les dates approximatives.

Catégorie de personnes : Employés de la Société qui doivent ou qui viennent de se réinstaller, ainsi que sur les nouveaux employés qui doivent déménager pour venir travailler à Postes Canada.

But : Le présent fichier porte sur la réinstallation des employés.

Usages compatibles : Les documents servent à administrer la procédure de réinstallation (autorisations, avances, réclamations et paiements); et à des fins de budgétisation, de vérification et de recherche. Les renseignements peuvent être divulgués, avec le consentement de l'employé intéressé, à des compagnies de réinstallation et des compagnies de déménagement et à des avocats représentant l'une ou l'autre des parties engagées dans des transactions immobilières pour accélérer la procédure.

Normes de conservation et de destruction : Les documents sont conservés pendant les six exercices suivant l'année pendant laquelle a été effectuée la dernière transaction financière. Les dossiers de subvention au logement sont conservés pendant les six exercices suivant la fin de la subvention, puis ils sont détruits. Les documents du système du grand livre auxiliaire pour la réinstallation sont détruits six ans après la fermeture du dossier.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 27
Enregistrement (SCT) : 001358
Numéro de fichier : SCP PPE 816

physiques et de la correspondance connexe. Il y lieu de prendre note que des dossiers de consultation peuvent se retrouver dans le fichier Griefs et arbitrages, SCP PPE 813, fichier de Santé des employés, SCP PPE 840, et dans les Demandes de règlements à la commission des accidents de travail, SCP PPE 845).

Catégorie de personnes : Les employés de la Société canadienne des postes qui souffrent d'une incapacité partielle permanente par suite d'un accident ou d'une maladie.

But : Appuyer la réintégration professionnelle des employés souffrant d'une incapacité partielle permanente.

Usages compatibles : Les dossiers que le fichier contient servent à élaborer et à mettre en œuvre des programmes à l'intention des employés visés, à faciliter la communication avec les intervenants (par exemple, le médecin traitant, le médecin consultant, infirmiers ou infirmières en santé du travail, la gestion hiérarchique), à répondre aux griefs et aux plaintes, à veiller à la conformité du Code Canadien de travail, aux lois sur les accidents du travail et à la loi sur les droits de la personne et à faire des suivis et des vérifications.

Normes de conservation et de destruction : Les documents sont conservés pendant cents (100) ans suivant l'exercice au cours duquel s'est fait la réadaptation de l'employé, puis ils sont détruits.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 33

Enregistrement (SCT) : 003292

Numéro de fichier : SCP PPE 851

Projet de réinsertion professionnelle

Description : Ce fichier contient des renseignements tirés de documents tels que les rapports sur l'état de santé des employés (indiquant les éventuelles restrictions / limitations de capacités permanentes), les évaluations de la capacité physique au travail, des plans de retour progressif au travail ou d'optimisation du travail, des protocoles d'entente ou des régimes de tâches modifiées, des lignes directrices concernant les tâches des emplois, des feuilles à cocher (établissant les tâches essentielles dans chaque section), sommaire initial de l'employé (dressant la liste des données historiques et des tâches initialement exécutées), documents de la CSPAAAT concernant les restrictions jugées par elle permanentes, avis et comptes rendus de réunions d'optimisation et notations chronologiques.

Catégorie de personnes : Tous les employés

qui travaillent actuellement ou qui ont récemment cessé de travailler aux Etablissements de traitement des lettres de Postes Canada dans la région de Toronto qui souffrent d'une incapacité partielle permanente. Des projets similaires peuvent exister dans d'autres établissements ou centres de facteurs d'envergure majeure tels que ceux d'Ottawa, d'Edmonton ou Montréal.

But : Appuyer la réintégration au travail d'employés souffrant d'une incapacité partielle permanente à laux Etablissements de traitement des lettres de la région de Toronto et s'assurer que ces employés accomplissent leurs tâches ou leurs fonctions sans outrepasser leurs restrictions ou leurs limites permanentes.

Usages compatibles : Les dossiers de ce fichier sont utilisés à des fins de gestion pour affecter des employés atteints d'incapacités partielles permanentes à des tâches qui respectent leurs restrictions. L'information est soumise à l'évaluation des Services de santé et des coordonnateurs de projets et est souvent partagée avec les employés concernés et leurs représentants syndicaux et utilisée par les superviseurs actuels ou futurs pour affecter correctement les tâches. On s'en sert également pour les besoins des études visant à détecter et éliminer les conditions susceptibles d'occasionner des maladies ou des blessures.

Normes de conservation et de destruction : En cours d'élaboration.

Renvoi au dossier # : SCP HR 14

Enregistrement (SCT) : 005245

Numéro de fichier : SCP PPE 880

Réclamations - gestion du risque

Description : Ce fichier réunit des documents sur les réclamations qui concernent des cas de dommages à la propriété, de responsabilité générale et automobile, des avis juridiques, des ententes de règlement et d'autres documents liés à d'autres accidents avec des tiers. Les documents réunissent des renseignements sur les parties en cause, leurs assureurs (s'il y a lieu), et sur la nature de la blessure ou de la perte de revenus d'emploi ou les dépenses médicales. Les documents portent aussi sur les pertes causées à la propriété de Postes Canada par les incendies et la tempête, et les crimes comme le vol, l'effraction et le vandalisme. Le Système d'information de la gestion du risque contient aussi certains dossiers informatisés qui donnent des renseignements sur les noms des employés et des requérants, la nature de la perte et le coût

envers les incitations de départ volontaire ou à la retraite, le nom de l'employé, la durée du service, le profil salarial, les montants estimés et payés des incitations à la retraite ou au départ, les acceptations ou les refus des offres incitatives, ainsi que des données fiscales ou financières. Certains données-cadre sont tirés du Système, applications et produits (SAP). On peut trouver également des fichiers connexes dans les Dossiers individuels sur le personnel. **Catégorie de personnes** : Les employés actuels ou ceux ayant récemment quitté Postes Canada qui ont exprimé leur intérêt à un plan de retraite anticipée ou d'incitation au départ ou qui ont quitté la Société après avoir accepté un montant incitatif. De plus, ce fichier réunit les renseignements sur les employés actuels réputés experts en la matière dans leur domaine d'expertise et dont les connaissances et les aptitudes sont critiques pour l'atteinte des objectifs de la Société. **But** : À l'origine, ce fichier servait à appuyer les objectifs de restructuration de la SCP ce qui n'est plus le cas. Les données sur les employés experts en la matière sont utilisées aux fins d'analyse de l'impact de leur départ éventuel et dans l'établissement d'un plan de transfert des connaissances afin de minimiser les conséquences de départ. **Usages compatibles** : Les documents servent à confirmer l'admissibilité des demandeurs au programme d'incitation, évaluer cas par cas les montants des indemnités de départ, faire des offres aux demandeurs admissibles et traiter les paiements versés aux employés qui ont accepté. Les données sur les employés experts en la matière sont utilisées dans le cadre de la planification des ressources humaines. **Normes de conservation et de destruction** : Un calendrier de conservation et de destruction est en voie d'élaboration. Cependant, les données sur les employés experts en la matière sont mises à jour annuellement. **Renvoi au dossier #** : SCP HR 35 **Enregistrement (SCT)** : 003738 **Numéro de fichier** : SCP PPE 834 **Réadaptation professionnelle** **Description** : Ce fichier de renseignements contient des dossiers comme des feuilles de renvoi, des évaluations de la condition physique au travail, des sommaires d'évaluation médicale, des formulaires d'entrevues initiales et des suivis, des notes sur les progrès, des rapports de recommandations, des rapports de fermetures de cas, des rapports statistiques mensuels, des sommaires d'exigences

gestionnaire du programme. Après l'attribution des bourses mais avant l'émission des chèques, on demande aux lauréats de fournir leur numéro d'assurance sociale et la preuve de leur inscription à l'université. Sont requises au fins de renouvellement d'une bourse un relevé de notes officiel et une preuve d'inscription à l'université pour l'année suivante. Il peut arriver que le nom des lauréats ou de leurs parents soit divulgué, en particulier dans les publications internes. **Normes de conservation et de destruction** : Les demandes de bourse d'études non retenues sont conservées pendant les trois exercices suivant l'année pendant laquelle la décision a été prise, puis elles sont détruites. Les documents concernant les demandes retenues sont conservés pendant six années suivant la remise de la bourse. Les documents relatifs à la base de données du Programme de bourses sont conservés pendant six années suivant la réception et vérification des données d'entrée. **No. ADD** : 91/020 **Renvoi au dossier #** : SCP HR 28 **Enregistrement (SCT)** : 003157 **Numéro de fichier** : SCP PPE 835 **Programme de reconnaissance des états de service** **Description** : Sont consignés dans le fichier sur le Programme de reconnaissance des états de service les éléments suivants : nom, adresse résidentielle, numéro de téléphone, date d'entrée en fonction, prix distribués et numéro d'identification. **Catégorie de personnes** : Le Programme de reconnaissance souligne les états de service des employés à intervalles de cinq années. **But** : Le Programme de reconnaissance des états de service est un moyen que Postes Canada a choisi pour souligner les états de service de ses employés. **Usages compatibles** : Le Programme sert à gérer la reconnaissance des états de service des employés. **Normes de conservation et de destruction** : Les dossiers sont conservés pendant toute la durée de l'emploi à Postes Canada plus deux années, puis ils sont détruits. **No. ADD** : 91/020 **Renvoi au dossier #** : SCP HR 21 **Enregistrement (SCT)** : 002989 **Numéro de fichier** : SCP PPE 830 **Gestion et planification des effectifs** **Description** : Ce fichier réunit les renseignements comme les avis d'intérêt

des employés qui choisissent de ne pas travailler dans des conditions ou des endroits dangereux, des rapports d'enquête dressés par Postes Canada et les agents de sécurité de Développement des ressources humaines Canada, des inscriptions quotidiennes au livre d'information, des dossiers sur des mesures correctives ainsi que de la correspondance ou de la documentation générale concernant la gestion. Les employés qui désirent consulter la banque doivent fournir des renseignements tels que la date à laquelle ils ont refusé de travailler à l'endroit dont il s'agit.

Catégorie de personnes : Tous les employés en fonction et les employés ayant récemment quitté Postes Canada qui ont refusé de travailler pour des raisons de sécurité.

But : Ce fichier a été créé dans le but d'assurer et de promouvoir un milieu de travail sans danger.

Usages compatibles : Les dossiers servent à évaluer la sécurité d'un emplacement ou d'un environnement de travail particulier, à mener des entrevues factuelles avec les employés intéressés, à faciliter au besoin les enquêtes menées par Développement des ressources humaines Canada, à présenter la position de la Société aux conseils de sécurité du CRTC, à remédier aux situations dangereuses et à aviser les employés concernés des risques et des précautions à prendre pour les éviter.

Normes de conservation et de destruction : En cours d'élaboration.

Renvoi au dossier # : SCP HR 6
Enregistrement (SCT) : 003740
Numéro de fichier : SCP PPE 806

Programme d'intéressement des employés

Description : Ce fichier comporte, entre autres, les documents suivants : titres de poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés dans le système du Programme d'intéressement des employés (PIE), notamment, le nom, la classification de l'employé, le numéro et la nature de l'initiative. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu.

Catégorie de personnes : Employés qui ont présenté des suggestions. Précisons que les documents concernant le règlement des coûts des primes peuvent être classés au fichier Comptes fournisseurs, SCP PPE 820.

But : Le présent fichier porte sur le Programme d'intéressement à l'entreprise.

Usages compatibles : Le fichier est utilisé pour encourager, déterminer, évaluer et récompenser les suggestions pertinentes faites par les employés de la Société. Les avis concernant les primes peuvent être joints définitivement aux Dossiers individuels sur le personnel et (ou) au module de Ressources humaines de Systèmes, applications et produits (SAP). Le système informatisé sert au contrôle du traitement des initiatives et de la remise des prix, au besoin. Seulement certains renseignements concernant les gagnants peuvent être transmis dans les publications de la Société.

Normes de conservation et de destruction : Les documents sont conservés pendant six ans après l'année du dernier emploi administratif, après quoi ils sont détruits.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 10
Enregistrement (SCT) : 001351
Numéro de fichier : SCP PPE 807

Programme de bourses d'études

Description : Ce fichier contient des données concernant les demandes reçues, les bourses accordées et les lettres échangées sur le sujet. Au chapitre des renseignements personnels, on y trouve pour chaque candidat son adresse et son numéro de téléphone, l'adresse et le numéro de téléphone de l'établissement qu'il fréquente, des échantillons de ses travaux scolaires, ses relevés de notes, des lettres de recommandation et la preuve de son inscription à l'université. L'information qui existe sur support informatique est limitée. Le numéro d'assurance sociale des boursiers figure également dans la banque, la loi exigeant que les renseignements ayant trait aux bourses d'études soient signalés à L'Agence des douanes et du revenu du Canada. Ces renseignements sont transmis à la direction Finances en vue de la production des relevés T-4.

Catégorie de personnes : Les enfants des employés à plein temps et à temps partiel qui ont présenté une demande de bourse.

But : Soutenir l'administration d'un programme de bourses d'études destiné aux enfants des employés de Postes Canada.

Usages compatibles : Les demandes de bourse sont évaluées en fonction des résultats scolaires et des qualités de chef dont ont fait montre les candidats par le biais de leur engagement à l'école et dans la collectivité. Des comités de sélection divisionnaires choisissent les lauréats, qui en sont ensuite avisés par le

Enregistrement (SCT) : 001356
Numéro de fichier : SCP PPE 813

Infractions ayant trait aux affaires postales

Description : Ce fichier contient des

renseignements réunis au cours d'enquêtes et

fait état du détail des infractions commises.

Pour ce qui concerne les employés, les

renseignements portent sur des infractions

comme le vol de courrier et le détournement de

fonds; pour le grand public, le fichier contient,

entre autres, les renseignements suivants :

données sur les infractions commises à l'échelle

nationale ou internationale, vols commis dans

des bureaux de poste et des boîtes à lettres

publiques, contrefaçon de mandats-poste, vol

de courrier, transport d'explosifs ou d'autres

substances dangereuses et vols à main armée

dans des fourgons postaux. De plus, des

renseignements sont recueillis sur les

personnes ou les firmes soupçonnées de se

servir de la poste à des fins illicites.

Catégorie de personnes : Employés et

entrepreneurs de la Société et particuliers

soupçonnés ou reconnus coupables des

infractions ayant trait aux affaires postales

susmentionnées aux termes de la Loi sur la

Société canadienne des postes et du

Règlement afférent, ainsi que des dispositions

du Code criminel sur les infractions relatives au

courrier.

But : Le présent fichier vise la résolution et la

réduction des infractions ayant trait aux affaires

postales, ainsi que d'assister à la protection des

dirigeants et employés de la Société, de ses

biens et des choses qui sont en cours de

transmission postale.

Usages compatibles : Les documents servent

à étayer la procédure d'enquête et de

renseignements établie pour résoudre et réduire

les infractions contre Postes Canada. Certains

renseignements peuvent être partagés avec la

direction de la sécurité d'autres administrations

postales, d'autres organismes fédéraux

d'enquête et des services de police et, s'il y a

lieu, avec le ministère de la Justice en vue

d'une éventuelle poursuite judiciaire.

Normes de conservation et de destruction :

Les documents sont gardés pendant dix ans

suisant la fin de l'enquête ou des procédures

judiciaires ou quasi judiciaires avant d'être

détruits. Dans le cas des procédures entamées

en vertu de l'article 41 de la Loi sur la Société

canadienne des postes, lorsqu'un arrêté

d'interdiction a été émis, les documents sont

conservés pendant une période de trois ans

suisant l'année où l'arrêté a cessé d'être en

vigueur. Ils sont ensuite transférés aux Archives
nationales du Canada. Les documents qui, de
l'avis de l'archiviste national, ont une valeur
historique ou archivistique, sont conservés en

permanence.

No. ADD : 91/020

Renvoi au dossier # : SCP CS 7

Enregistrement (SCT) : 001365

Numéro de fichier : SCP PPE 824

Plaintes relatives aux langues officielles

Description : Ce fichier contient des

documents exposant la nature, l'étendue et la

portée de la plainte, le genre, le lieu où le

problème est survenu ainsi que les résultats de

l'enquête et le règlement qui a suivi. L'identité

des plaignants est protégée tout au long de

l'enquête en vertu de l'article 60 de la Loi sur les

langues officielles. Par conséquent, les

documents demeurent anonymes, à moins que

le plaignant ou la plaignante accepte de

dévoiler son identité. Certains des

renseignements sont consignés dans le module

des renseignements personnels du Systèmes,

applications et produits (SAP).

Catégorie de personnes : Employés qui

déposent une plainte soit directement auprès de

la SCP, soit auprès du Commissaire aux

langues officielles (n'inclut pas les dossiers

traités par le Réseau des relations avec la

clientèle).

But : Appuyer l'enquête et le règlement des

plaintes déposées par des employés ou des

groupes en vertu de la Loi sur les langues

officielles et constituer un chemin de vérification

des mesures prises.

Usages compatibles : Les documents sont

utilisés pour fournir des rapports à la haute

direction et aux organismes externes

responsables de surveiller la mise en oeuvre de

la Loi sur les langues officielles et des

règlements connexes. Ils peuvent également

être présentés en cour fédérale ou à de tierces

parties désignées pour faciliter le règlement de

plaintes, de griefs ou de poursuites en justice.

Normes de conservation et de destruction :

Les plaintes déposées sont conservées

pendant une période de cinq années civiles

après que la plainte a été réglée ou retirée, puis

les documents sont détruits.

No. ADD : 98/005

Renvoi au dossier # : SCP HR 23

Enregistrement (SCT) : 003932

Numéro de fichier : SCP PPE 853

Refus de travail

Description : Ce fichier contient des dossiers

tels que des refus documentés présentés par

véhicules appartenant à la Société.
But : Le présent fichier vise l'emploi efficace et sûr des véhicules.
Usages compatibles : Les documents servent à valider les permis délivrés par les provinces et Postes Canada; à en tenir une liste à jour; à déterminer les possibilités de prévention des accidents et la responsabilité des dommages et à arriver au règlement, avec un tiers, des réclamations, en cas d'accident; à attribuer les primes pour conduite sécuritaire, à discerner les besoins en formation et la nécessité d'autres mesures préventives et à y pourvoir. (Des remarques sur la formation reçue et sur les évaluations des possibilités de prévention des accidents peuvent être versées aux Dossiers individuels sur le personnel. Des renseignements peuvent, avec le consentement de la personne intéressée, être fournis aux ministères provinciaux des transports pour obtenir des données sur les dossiers de conduite (par exemple, points de démerite, suspension du permis de conduire).
Normes de conservation et de destruction : Les fiches historiques des conducteurs de véhicule, qui contiennent un résumé de la formation reçue, sont conservées pendant deux ans après la date où l'employé quitte Postes Canada et ensuite détruites. Les résultats de tests sont conservés conformément aux dispositions des différentes conventions collectives, mais au moins pendant deux ans. Les rapports d'accident, les évaluations des possibilités de prévention des accidents et des copies des documents sur le règlement des réclamations sont conservés pendant six ans après le dernier emploi administratif, puis ils sont détruits.
No. ADD : 91/020
Renvoi au dossier # : SCP OPS 2
Enregistrement (SCT) : 002011
Numéro de fichier : SCP PPE 825
Griefs et arbitrages
Description : Ce fichier réunit, entre autres, les renseignements suivants : exposés par les employés et les représentants syndicaux, avis de réception des griefs et réponses de la direction, témoignages, avis juridiques occasionnels, rapports d'enquête et d'analyse préparés par des instances extérieures (p. ex. : police, commission des accidents du travail), descriptions de fonction (pour les griefs ayant trait à la classification), et décisions et déclarations d'arbitres, du Conseil canadien des relations du travail et des cours fédérale et provinciales, ainsi que correspondance

connexe. Certains renseignements se retrouvent dans le Système informatisé des Relations du travail sur les griefs (SIRTG) et dans le Système informatisé sur la jurisprudence des relations du travail (SIRJT). Le SIRTG contient des données comme le nom du plaignant, le lieu, le niveau et l'objet du grief, les dates, et d'autres renseignements concernant le traitement du grief. Le SIRJT contient des résumés des sentences arbitrales comme le nom du plaignant, la nature du grief, les fondements des décisions et les remarques des arbitres. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom, l'unité de négociation, le numéro du grief ou de l'arbitrage ou d'autres détails comme la date, le lieu et l'objet du grief.
Catégorie de personnes : Les griefs personnels soumis par des unités de négociation accréditées ou Postes Canada concernant la violation présumée de la convention collective.
But : Le présent fichier sert au règlement des griefs relatifs à l'interprétation et à l'application des conventions collectives.
Usages compatibles : Les documents servent au traitement et au règlement des griefs relatifs à l'interprétation des conventions collectives à tous les paliers, selon la procédure qui prévaut, notamment, le renvoi des causes au siège des division, au siège social, en arbitrage, au Conseil canadien des relations industrielles ou à la Cour fédérale; à des fins de recherche, comme les analyses de tendances et les analyses thématiques; à la transmission à la haute direction d'informations sur les cas chroniques et les problèmes croissants ou récurrents, et à la formation et l'éducation des agents des Relations du travail. Le SIRTG facilite le traitement des griefs et permet de produire des rapports en vue des négociations collectives. Le SIRJT fournit à la direction un accès direct aux résumés de sentences arbitrales (qui sont en grande partie du domaine public).
Normes de conservation et de destruction : Les documents sont conservés pendant trois ans après le règlement du grief ou son retrait, puis ils sont détruits sauf si le cas est soumis à l'arbitrage, où alors les documents sont conservés pendant 21 ans suivant la décision rendue ou le retrait du grief. Des résumés accessibles au publics sont conservés dans le SIRJT.
No. ADD : 91/020
Renvoi au dossier # : SCP HR 17

période de trois ans après avoir été utilisés pour la rédaction de rapports pour le Parlement. Les dossiers informatisés sont conservés indéfiniment pour les employés en fonction. Les dossiers des employés ayant quitté leur emploi sont conservés pendant deux ans et sont ensuite détruits.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 15
Enregistrement (SCT) : 001353
Numéro de fichier : SCP PPE 810

Formation

Description : Ce fichier réunit les documents suivants : demandes de cours, autorisations, inscriptions et évaluations (des participants et des formateurs), déclarations de langue officielle, résultats d'examen, certificats, dossiers de règlement des frais d'inscription et correspondance connexe. Les dossiers contiennent : première langue officielle, lieu de travail, formation demandée, requise ou entreprise et, période de formation. Des données sommaires se trouvent aussi dans le module de Gestion de la formation de Systèmes, applications et produits (SAP). Précisons que les documents sur les cours de conduite de véhicules sont versés au fichier Gestion du parc de véhicules, SCP PPE 825 et que certains dossiers de règlement des frais d'inscription sont versés aux Comptes fournisseurs (SCP PPE 820). Ce fichier contient également le numéro d'assurance sociale, lorsqu'il s'agit d'anciens documents. Les personnes qui désirent avoir accès à ce fichier doivent préciser le titre de poste, le lieu de travail et la durée de l'emploi, ainsi que le genre, le lieu et les dates du cours.

Catégorie de personnes : Employés qui participent à des programmes de formation pararrés par la Société dans des domaines comme la gestion, les langues officielles, la commercialisation et la vente, l'entrelien de l'équipement, le codage et le contrôle de la qualité.

But : Le présent fichier porte sur la formation fournie aux employés.

Usages compatibles : Les documents servent à étayer l'approbation, l'inscription, la participation et l'évaluation des employés en stage de formation (y compris les cours donnés en dehors de la SCP) et à attester leurs compétences; à contribuer à l'évaluation des besoins; à préparer des profils de poste, de candidat, à prévoir les besoins en formation, et à établir les calendriers de cours et les charges de travail pour les agents de formation ainsi que

les budgets; étayer les décisions concernant la planification de la relève, les présences et les dépenses, la rémunération et les avantages, les mutations, les promotions et les évaluations de rendement, et à répondre aux demandes des employés, de leurs superviseurs ou de leurs agents de négociation. Les dossiers de participation, d'exemption et de compétence peuvent être versés dans le fichier Dossiers individuels sur le personnel (voir SCP PPE 802), mais les renseignements sur les besoins et les réalisations des employés peuvent être versés dans le SAP).

Normes de conservation et de destruction : La plupart des dossiers concernant les cours et notamment les autorisations et les tests sont détruits deux ans après la fin de la formation. Les documents permanents, notamment, les exemptions à l'égard des langues officielles, les tests des connaissances linguistiques, les certificats et les sommaires des cours suivis de même que les renseignements informatisés sont conservés pendant deux ans après la cessation d'emploi. Un fichier maître des éléments ayant une valeur historique est conservé pendant dix ans seulement à des fins statistiques.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 32
Enregistrement (SCT) : 001349
Numéro de fichier : SCP PPE 805

Gestion du parc de véhicules

Description : Ce fichier réunit, entre autres, les documents suivants : déclarations de conducteurs, information sur les permis de conduire de Postes Canada et des provinces, énoncés sur les restrictions médicales, primes pour conduite sécuritaire, fiches et rapports d'accident, évaluations des possibilités de prévention des accidents, formation reçue, copies des réclamations pour dommages matériels, négociations de règlement ou tout autre document sur les accidents impliquant des véhicules loués ou appartenant à la Société. Il existe des dossiers informatisés pour certains renseignements. (Précisons que la majorité des documents sur les accidents entraînant des réclamations sont conservés dans le fichier Réclamations - Gestion du risque (SCP PPE 819). Les personnes désirant avoir accès à ce fichier doivent préciser le numéro de permis de conduire de la SCP, le lieu de travail et, le cas échéant, le lieu et la date de l'accident.

Catégorie de personnes : Conducteurs des

excédentaire et les mises à pied. De plus, en vertu de conditions rigoureuses sur le caractère confidentiel de la divulgation de renseignements, des candidats retenus peuvent être divulgués à ceux dont la candidature n'a pas été retenue, pour mieux étayer les décisions.

Normes de conservation et de destruction : Les documents sont conservés pendant deux ans après le dernier emploi administratif avant d'être détruits. Les listes de mises à pied et de mutations sont continuellement mises à jour et détruites lorsqu'elles deviennent désuètes.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 30

Enregistrement (SCT) : 001345

Numéro de fichier : SCP PPE 801

Droits de la personne

Description : Ce fichier réunit des documents confidentiels relatifs à des plaintes déposées concernant les droits de la personne et des rapports d'analyse et d'enquête et des documents sur les décisions prises lors de l'enquête et de la résolution desdites plaintes. Les renseignements peuvent varier selon la nature de la plainte, mais peuvent comprendre des griefs, des rapports médicaux et de la correspondance personnelle liée à la plainte en question. Les personnes qui désirent avoir accès à ce fichier doivent préciser le nom du plaignant, le lieu et la date de l'événement ou de la plainte. Certains des renseignements sont consignés sous forme électronique dans le module de renseignements personnels du système, applications et produits (SAP).

Catégorie de personnes : Employés qui ont déposé des plaintes pour traitement injuste ou harcèlement, ainsi que sur les employés qui sont présumés en être les responsables.

But : Le présent fichier sert à l'enquête et au règlement des cas de traitement injuste fondés sur les motifs établis dans la Loi canadienne sur les droits de la personne.

Usages compatibles : Les documents servent à déterminer s'il y a effectivement eu ou non traitement injuste ou harcèlement. (Précisons que les documents concernant les plaintes ne sont pas versés au dossier personnel du plaignant. On peut verser un avis disciplinaire établissant la culpabilité de l'employé coupable d'harcèlement dans le Dossier personnel de celui-ci. Des renseignements peuvent être divulgués à titre confidentiel aux autorités compétentes de la Société et à la Commission canadienne des droits de la personne pour

faciliter le règlement des plaintes.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de cinq années civiles après l'année où le dossier a été réglé, puis ils sont détruits.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 19

Enregistrement (SCT) : 001352

Numéro de fichier : SCP PPE 809

Équité en matière d'emploi

Description : Ce fichier réunit des données, informatisées et imprimées, d'équité en matière d'emploi, notamment le sexe, l'origine nationale et l'invalidité. Il contient également le numéro d'identification des employés. Les personnes qui désirent avoir accès à ce fichier doivent préciser leur nom au complet et leur lieu d'emploi.

Catégorie de personnes : Employés qui ont répondu au questionnaire d'auto-identification d'équité en matière d'emploi. Les renseignements recueillis à l'aide du questionnaire sont classés selon les groupes désignés : les femmes, les minorités visibles, les personnes handicapées et les autochtones.

But : Le présent fichier servira à mettre sur pied une base de données dans le cadre du Programme d'équité en matière d'emploi de la Société dont l'objectif est l'atteinte d'une représentation équitable des membres des groupes désignés au sein de l'effectif de la Société. Le fichier permettra également de satisfaire aux exigences de déclaration de la Loi sur l'équité en matière d'emploi.

Usages compatibles : Les documents servent à réaliser un profil personnel des groupes d'employés et à comparer la situation des membres des groupes désignés avec celle des autres groupes au sein de la Société et avec leurs homologues sur le marché du travail. Les données statistiques servent à évaluer le nombre d'employés faisant partie des groupes désignés (par lieu géographique, selon le salaire, la promotion, la résiliation et le groupe d'emploi) au sein de la Société, et, s'il y a sous-représentation, à élaborer des programmes et des politiques qui permettront de corriger la situation. Enfin, on utilise les données d'équité en matière d'emploi chaque année pour produire le Rapport annuel destiné à développer des ressources humaines Canada. Certains des renseignements sont consignés dans le système, applications et produits (SAP).

Normes de conservation et de destruction : Les dossiers imprimés sont conservés pour une

Dossiers individuels sur le personnel

(Avantages sociaux)

Description : Ce fichier contient des

documents tels que des lettres d'autorisation

(prime de rendement, prime de bilinguisme,

remunération interimaire, formulaires de

dotation, des demandes de règlement

d'assurance maladie, d'assurance dentaire et

d'assurance invalidité, ainsi que les données

concernant les indemnités, les primes, les

prélabes et les cessations d'emploi. Les

autres documents à l'appui comprennent

notamment les noms des personnes à charge

aux fins des régimes de soins médicaux

complémentaires et de soins dentaires, les

copies d'extraits de naissance, de certificats de

mariage / séparation / divorce, les désignations

du plus proche parent en cas d'urgence,

procurations et renseignements de succession

tels que les noms des bénéficiaires. Certains

des renseignements sont consignés sous forme

électronique dans le système de Gestion des

ressources humaines et administration des

avantages sociaux (GRHAAS) et dans le

module de Gestion du personnel de Systèmes,

applications et produits (SAP). (À noter que des

copies de dossiers relatifs aux indemnités,

primes, prélabes et cessations d'emploi

peuvent être conservés au volet

«Rémunération» des Dossiers individuels des

employés).

Catégorie de personnes : Employés actuels

ou ayant récemment cessé de travailler à la

Société, qui sont admissibles aux avantages

socialx.

But : Assister Postes Canada à gérer les

avantages sociaux et le paiement des

indemnités auxquelles l'employé a droit.

Usages compatibles : Les documents sont

utilisés pour fournir l'information nécessaire à la

gestion des avantages sociaux à la Société .

L'information est partagée avec le Régime de

retraite de Postes Canada et les fournisseurs

de l'assurance médicale collective. Elle est

également utilisée aux fins du traitement des

demandes d'indemnités ainsi qu'au calcul de la

prime de départ en fonction des années de

service de l'employé à la Société.

Normes de conservation et de destruction :

Deux ans après l'année au cours de laquelle

l'employé a quitté, les dossiers sont transférés

aux Archives nationales du Canada et détruits

au moment où l'employé atteint l'âge de quatre-

vingt ans (sous réserve qu'il se soit écoulé deux

ans depuis la dernière utilisation administrative).

No. ADD : 91/020

Renvoi au dossier # : SCP HR 11

Enregistrement (SCT) : 001346
Numéro de fichier : SCP PPE 802.

Dotation et emploi

Description : Ce fichier réunit, entre autres, les

renseignements et documents suivants : offres

de services sollicités ou non, accusés de

réception, demandes de dotation, description de

tâches, avis de concours, demandes de

mutation, curriculum vitae (expérience et

études), lettres de référence et vérifications à

cet égard, données sur les compétences

linguistiques, feuilles d'examen, tests et

résultats, listes de candidats, notes d'entrevue

et évaluations du jury, listes d'admissibilité,

offres d'emploi, et correspondance connexe.

Ce fichier contient également le numéro

d'assurance sociale, qui continuera à servir

d'identificateur jusqu'à ce que la Société se dote

d'un système de numérotation des employés.

Un nombre limité de documents peuvent

également participer au Cheminement de

carrière en vérification. (Les documents

informatisés sont conservés dans le système

électronique du Cheminement de carrière en

vérification.) Les personnes qui désirent avoir

accès à ce fichier doivent préciser le numéro et

la date du concours, le cas échéant, ainsi que le

titre du poste et le lieu de travail.

Catégorie de personnes : Employés qui font

des demandes d'emploi ou qui sont engagées

pour remplir, au sein de la Société, des postes

temporaires ou permanents.

But : Le présent fichier porte sur les fonctions

de dotation interne et de recrutement externe

de Postes Canada.

Usages compatibles : Les demandes d'emploi

sont examinées lorsqu'un poste devient vacant.

Les documents sur la dotation servent à fournir

des renseignements objectifs sur les candidats

les plus aptes à remplir de nouveaux postes ou

des postes vacants (des notes sur les décisions

concernant la dotation peuvent être versées aux

Dossiers individuels sur le personnel; certains

des renseignements sont consignés sous forme

électronique dans le module de Recrutement de

Systèmes, applications et produits (SAP). Aider

dans la planification de la relève et le

perfectionnement professionnel; assurer une

réponse aux candidats concernant leur

demande d'emploi et leurs entrevues, et à

traiter les plaintes, les appels et les griefs

relatifs aux nominations et aux promotions (voir

au fichier Griefs et arbitrages, SCP PPE 813). Il

est possible d'afficher et de remettre aux agents

des unités de négociation des renseignements

personnels limités sur l'ancienneté, le personnel

faire face aux questions de santé professionnelle et de réadaptation et à favoriser le rétablissement rapide par des interventions, des conseils et une sensibilisation appropriés aux questions de santé; à justifier les congés et prestations qui ont trait à des blessures et maladies liées au travail (les certificats des médecins ne comportant pas de renseignements confidentiels d'ordre médical peuvent être joints au dossier personnel de l'employé; à aider les employés exposés à certains risques professionnels ou qui ont des maladies ou incapacités connues à être à même de continuer à travailler et à offrir des programmes de formation à la santé qui mettent l'accent sur un mode de vie sain. Ces dossiers facilitent en outre l'étude et la correction des situations de travail à l'origine des maladies et des blessures, par exemple l'élaboration de programmes préventifs reposant sur l'incidence de certaines maladies et blessures. Certains renseignements peuvent servir à des études épidémiologiques.

Normes de conservation et de destruction :

Les documents sont conservés pour 100 ans suivant la fin de l'emploi avec la SCP. Deux ans après la fin d'emploi, le dossier de Réadaptation professionnelle est versé au dossier de Santé de l'employé, classé par ordre alphabétique, puis placé dans des boîtes cellulées. Ces boîtes sont acheminées aux Archives Nationales du Canada pour conservation; cependant, lorsque l'espace le permet, certaines régions gardent ces documents sur place.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 9

Enregistrement (SCT) : 003158

Numéro de fichier : SCP PPE 840

Dossiers de supervision

Description : Ce fichier contient des notes et des dossiers actifs concernant les employés, particulièrement dans les cas où les dossiers officiels des employés sont conservés à l'extérieur de l'emplacement de travail. Ces dossiers sont tenus à jour par quelques superviseurs et se composent principalement de copies de dossiers qui sont conservés dans d'autres banques de données sur les employés, par exemple des demandes de congé, des sorties imprimées de Systèmes, applications et produits (SAP), des évaluations et des primes de rendement, des rapports d'accident, des évaluations de la capacité au travail, des lettres portant entre autre sur l'assiduité et les mesures disciplinaires, des imprimés de courrier

électronique, des griefs et leurs réponses, ainsi que des demandes d'employés concernant notamment les mutations et les dossiers (voir volets du Dossier personnel de l'employé, SCP PPE 802, 808 et 815; Systèmes, applications et produits (SAP), SCP PPE 804; Griefs et arbitrages, SCP PPE 813; Demandes de règlement à la Commission des accidents de travail SCP, PPE 845; Dossier de santé de l'employé, SCP PPE 840; Réadaptation professionnelle, SCP PPE 851; et Cachets d'or et argent, SCP PPE 850). La documentation originale pourrait comprendre des documents concernant les prestations d'uniforme, des registres de présences, des notes liées aux entrevues ou à d'autres sujets (y compris des copies annotées) ainsi que des ébauches de lettres et de rapports. Pour consulter les dossiers, les employés sont encouragés à traiter directement avec leur superviseur. Ceux qui présentent des demandes formelles au coordonnateur de la protection de la vie privée de la SCP doivent fournir le nom et le lieu de travail de leur(s) superviseur(s).

Catégorie de personnes : Employés en fonction ou ayant récemment quitté la SCP au

sujet desquels les superviseurs possèdent des dossiers.

But : Faciliter la supervision des employés,

particulièrement dans les emplacements de

travail éloignés. Les dossiers peuvent être

consultés tant par les superviseurs que par les

employés.

Usages compatibles : Le fichier est utilisé pour

contrôler les présences, traiter les demandes de

congé, attribuer du travail, établir le calendrier

des remplacements, consigner les réalisations

spéciales et faire des recommandations aux

programmes de reconnaissance envers les

employés, imposer des mesures disciplinaires,

répondre à des griefs, rapporter des blessures

et préparer toute autre correspondance qui

relève de l'administration quotidienne de l'unité

de travail.

Normes de conservation et de destruction :

Les documents utilisés à des fins de résolutions

doivent être retenus pendant une période

minimale de deux ans.

No. ADD : 98/005

Renvoi au dossier # : SCP HR 31

Enregistrement (SCT) : 003739

Numéro de fichier : SCP PPE 803

dossiers relatifs aux allocations, aux primes d'encouragement, aux avantages accessoires et à la cessation d'emploi sont aussi versées au fichier Dossiers individuels sur le personnel (Avantages sociaux), SCP PPE 802). Le fichier contient également le numéro d'assurance sociale, qui est requis entre autres par l'Agence des douanes et du revenu du Canada et par Développement des ressources humaines Canada. Les employés qui désirent avoir accès à ce fichier doivent indiquer le lieu d'emploi, les dates souhaitées et préciser s'ils recherchent des dossiers de paie particuliers ou des renseignements sur la paie.

Catégorie de personnes : Tous les employés à l'emploi de Postes Canada ou l'ayant quittée récemment.

But : Fournir la documentation nécessaire à l'appui des versements de salaires et d'avantages financiers aux employés.

Usages compatibles : Les dossiers servent à fournir les renseignements nécessaires aux fonctions de paie et d'administration des salaires et des avantages sociaux au sein de Postes Canada, notamment : calculer la paie, émettre les chèques des employés et répondre aux demandes de renseignements de ceux-ci concernant leur rémunération; permettre la vérification et le rapprochement des comptes de paie (pour régler, par exemple, les cas de paiements en trop); et fournir d'autres données sur la paie et les présences à la direction aux fins d'analyses coûts-bénéfices, de négociations collectives, de budgétisation, etc. Les renseignements contenus dans ce fichier sont partagés avec le Régime de retraite agréé de la SCP (objet : administration des pensions), avec l'Agence des douanes et du revenu du Canada (objet : impôt et retenues), avec les commissions provinciales d'accidents du travail ainsi qu'avec les organismes provinciaux d'assurance-maladie. Ils sont également partagés avec Développement des ressources humaines Canada, notamment en ce qui concerne les cessations d'emploi, conformément à la Loi sur l'assurance-emploi et aux règlements connexes. Enfin, les dossiers de ce fichier servent aussi à traiter les demandes d'indemnisation d'invalidité et d'accident du travail (SCP PPE 845) ainsi que les plaintes et les griefs relatifs à la paie (SCP PPE 813).

Normes de conservation et de destruction : Deux ans suivant l'année de la cessation d'emploi, ces dossiers sont transmis aux Archives nationales du Canada et sont détruits lorsque l'employé atteint l'âge de quatre-vingt

ans (pourvu qu'une période de deux ans se soit écoulée après le dernier usage administratif). Les dossiers cumulatifs annuels de l'Association canadienne des maîtres de poste et adjoints sont conservés pendant deux ans. Les données du Système national de déclaration des paiements en trop sont conservées pendant six ans après le dernier usage administratif.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 13

Enregistrement (SCT) : 002010

Numéro de fichier : SCP PPE 815

Dossier de santé du personnel

Description : Ce fichier contient tous les renseignements consignés, générés, acquis ou utilisés dans la prestation de services de santé et d'orientation aux employés de Postes Canada, notamment : les documents sur l'administration des premiers soins par l'infirmier ou l'infirmière en santé du travail, des certificats contenant des renseignements confidentiels d'ordre médical, des évaluations de la capacité au travail, des rapports médicaux, le consentement à la communication de renseignements, la correspondance avec les médecins, les notes sur l'évaluation de la santé des employés, la correspondance relative à l'acquisition de renseignements médicaux, les évaluations des capacités fonctionnelles, les plans d'intensification des tâches, le rapport des conseillers en réadaptation professionnelle, les analyses des exigences physiques, des rapports médicaux spéciaux sur l'exposition aux risques professionnels, les dossiers et la correspondance sur les demandes de consultation et les résultats. Certains renseignements médicaux non professionnels peuvent également être conservés, par exemple les évaluations de la condition physique et du mode de vie. Certains renseignements peuvent être conservés sur support informatique. Il peut y avoir des dossiers du comité d'étude de cas conservés à part.

Catégorie de personnes : Employés de la Société qui ont subi des blessures et des accidents au travail ou ont pris un congé de maladie prolongé avec certificat, qui ont utilisé les Services de santé professionnelle ou dont le ou les médecins ont communiqué des renseignements au Service.

But : Appuyer les programmes de santé professionnelle et de réadaptation.

Usages compatibles : Ces dossiers servent à administrer des cas; à aider les employés à

des plaintes et des causes portées devant les tribunaux.

Normes de conservation et de destruction :

Les documents sont gardés pendant deux ans suivant l'année de leur dernier emploi administratif (qui correspond normalement à la communication des renseignements demandés en vertu de la Loi sur la protection des renseignements personnels, au traitement des demandes de correction ou d'annotation, ou au règlement des plaintes) avant d'être détruits.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 26

Enregistrement (SCT) : 001366

Numéro de fichier : SCP PPE 828

Dossiers individuels sur le personnel

(Carrières)

Description : Ce fichier, également appelé fichier de « Gestion des ressources humaines – Employé », contient les évaluations du rendement (pour le personnel cadre et exempt et les employés membre de l'A.F.P.C. et de l'A.O.P.C.), les renseignements concernant la dotation, les lettres d'offre, les évaluations pendant la période de probation, le curriculum vitae et les références, les diplômes, les certificats de formation, les résultats d'exams, les documents relatifs à l'examen des connaissances sur les langues officielles, les lettres de discipline, les prix (par exemple, Bravo et en matière de Service Excellence), les lettres de remerciement, la documentation des problèmes d'assiduité et de présence, les profils d'emplois, les formulaires d'inventaire des ressources humaines, les formulaires de perfectionnement professionnel et autres renseignements comme le numéro d'emploi, le titre du poste, le lieu de travail, le numéro de concours et la catégorie linguistique. Certains des renseignements sont consignés sous forme électronique dans le module de

Perfectionnement du personnel et le module Administration du Personnel du Système Applications et produits (SAP). Ce fichier contient, entre autres, les renseignements personnels suivants : objectifs de rendement, examen des compétences, programmes de formation et de perfectionnement, examen de semestre, rapports de période d'essai, plans d'amélioration et évaluations de fin d'année ainsi que les résultats de tests. **Catégorie de personnes :** La plupart des employés actuels ou ayant récemment quitté Postes Canada. (Les dossiers de carrière n'existent pas encore dans certaines régions ou pour les membres de certaines unités de

négociation).

But : Appuyer le développement de la carrière de chaque employé.

Usages compatibles : Les dossiers sont utilisés : à l'appui de fonctions du personnel comme la structure organisationnelle, la dotation, la planification et le perfectionnement des ressources humaines, les évaluations du rendement, la formation, les relations du travail, les promotions, la planification de la relève, les mutations, les rétrogradations et les cessations d'emploi; pour mener les entrevues visant la discipline ou les problèmes d'assiduité; et pour faciliter la supervision des employés (les superviseurs contribuent et ont accès aux données sur les employés qui relèvent de leur compétence ainsi qu'aux données sur les employés qui sont admissibles à un poste au sein de leur unité de travail).

Normes de conservation et de destruction :

Les documents sont conservés pour dix ans suivant la fin de l'emploi avec Postes Canada, puis détruits. Les évaluations du rendement sont conservées pendant dix ans après l'année de leur établissement, sous réserve des dispositions connexes des conventions collectives.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 12

Enregistrement (SCT) : 003546

Numéro de fichier : SCP PPE 808

Dossiers individuels sur le personnel

(Rémunération)

Description : Ce fichier contient notamment des lettres d'autorisation, des feuillets T4 et d'autres renseignements sur les retenues d'impôt, les données pour le virament automatisé, les cotisations syndicales, le régime de pensions du Canada, les rabais, le régime d'épargne et, s'il y a lieu, les renseignements concernant les indemnités, les primes, les prélabies, les paiements en trop, la cessation d'emploi et les formulaires de congés relatifs aux demandes de prestations d'accident de travail. Certaines des données ont été informatisées et versées dans les systèmes de Ceridian et dans les systèmes suivants de Postes Canada : Système national de déclaration des paiements en trop et Système de paie. Certains des renseignements sont également consignés sous forme électronique dans le module de Gestion des temps de systèmes, applications et produits (SAP). (À noter que les copies des lettres d'autorisation, des formulaires d'inscription, des renseignements des feuillets TD1 et des

Enregistrement (SCT) : 001342
Numéro de fichier : SCP PPE 829

Demandes / plaintes relatives à la Loi sur la protection des renseignements personnels
Description : Ce fichier réunit les documents suivants : formules de demande de communication présentées par les personnes concernées, réponses à ces demandes et renseignements relatifs à leur traitement. Y compris des mentions sur les fichiers non consultables. Il contient aussi les documents sur les plaintes adressées aux coordonnateurs de la protection des renseignements personnels de Postes Canada et au Commissaire à la protection de la vie privée et sur leur règlement, les plaintes informelles, ainsi que les demandes exceptionnelles d'une tierce partie, et d'autres sujets soumises aux membres du personnel chargé de la coordination de la vie privée, pour recueillir leur avis ou leur demander de prendre une décision. Les personnes qui désirent avoir accès à ce fichier doivent préciser la date approximative des demandes d'accès ou des plaintes présentées. Certains des renseignements sont consignés dans le module de renseignements personnels de Systèmes, applications et produits (SAP).

Catégorie de personnes : Employés qui ont présenté des demandes officielles de communication, de correction et d'annulation de documents et des demandes d'avis internes en vertu de la Loi sur la protection des renseignements personnels aux coordonnateurs à la protection des renseignements personnels de Postes Canada, qui ont déposé une plainte interne ou formelle; ou au sujet desquels des demandes exceptionnelles ont été présentées par une tierce partie.

But : Le présent fichier vise le traitement des demandes et des plaintes présentées conformément à la Loi sur la protection des renseignements personnels, ainsi que la tenue d'un registre de vérification des mesures prises. **Usages compatibles :** Les documents servent à traiter les demandes de communication, de correction ou d'annulation, à répondre aux plaintes et à préparer le rapport annuel au Parlement à cet égard. Les mentions concernant les demandes, les fichiers non consultables, les corrections et les renseignements divulgués à des tiers peuvent être joints aux documents demandés. Les documents peuvent être divulgués.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 20

demandes de règlement. On transmet des renseignements restreints à Transports Canada, par exemple en ce qui a trait aux déversements accidentels de produits chimiques par des employés de la Société.

Normes de conservation et de destruction : Les documents écrits sont conservés pendant cent (100) ans suivant l'exercice au cours duquel a eu lieu la dernière blessure. Les données du SIDA sont confiées aux Archives nationales du Canada deux ans après le retour au travail de l'employé.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 34
Enregistrement (SCT) : 003159
Numéro de fichier : SCP PPE 845

Demandes émanant d'organismes d'enquête - employés

Description : Ce fichier réunit des demandes déposées par des organismes d'enquête, ainsi que des documents sur les renseignements divulgués (si la demande est acceptée), quelques avis juridiques et des renseignements connexes. Les personnes qui désirent avoir accès à ce fichier doivent fournir leur nom et leur adresse au complet.

Catégorie de personnes : Employés qui font l'objet d'une enquête ou qui y participent.

But : Le présent fichier a pour but d'assurer que les demandes présentées par les organismes chargés de faire respecter la loi, en vue d'obtenir des renseignements personnels détenus par Postes Canada sont dûment autorisées.

Usages compatibles : Les documents servent à vérifier les renseignements demandés par les organismes chargés de faire respecter la loi, ou qui leur ont été fournis, et en tenir un registre; à garantir le respect de la Loi sur la protection des renseignements personnels, de la Loi sur la Société canadienne des postes et de la politique de la Société. Les documents peuvent être examinés par le commissaire à la protection de la vie privée, ou par un délégué, quand il y a enquête sur des cas de plaintes ou quand on procède à des vérifications.

Normes de conservation et de destruction : Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demande initiale) avant d'être détruits.

No. ADD : 91/020
Renvoi au dossier # : SCP HR 20

systèmes de nature délicate.
But : Le présent fichier est une source d'information servant à déterminer la fiabilité des employés qui occupent ou pourraient occuper des fonctions comportant des risques à la sécurité.
Usages compatibles : Les documents servent à déterminer la cote de sécurité, et à étayer les décisions concernant les mutations, les promotions et les cessations d'emploi. Les imprimés informatisés mensuels servent à vérifier si la cote de sécurité des personnes correspond à celle que commandent leurs fonctions. Une note sur la cote de sécurité peut être versée aux Dossiers individuels sur le personnel. Le détail des enquêtes de la GRC et du SCRS est versé, s'il y a lieu, au fichier Contrôles sécuritaires des deux organismes.
Normes de conservation et de destruction : Les documents écrits sont conservés pendant deux ans après la date de cessation d'emploi, avant d'être détruits. Les dossiers criminels sont détruits sur réception d'un avis d'octroi de grâce.

No. ADD : 91/020

Renvoi au dossier # : SCP CS 9

Enregistrement (SCT) : 001362

Numéro de fichier : SCP PPE 821

Demandes de règlement à la Commission

des accidents de travail

Description : Ce fichier contient divers types de renseignements : rapports d'enquête sur les accidents et les blessures ou maladies professionnelles; demandes présentées aux commissions des accidents de travail et correspondance et formules connexes; opinions juridiques occasionnelles; dossiers et correspondance sur les demandes de consultations et les résultats. Certains renseignements médicaux peuvent également être conservés, notamment sur les blessures et maladies non liées au travail. Il existe également certains dossiers automatisés au système informatisé de données sur les accidents (SIDA). Le SIDA contient certaines données de base (âge, sexe, etc.) sur les employés blessés, ainsi que sur le lieu, la nature, la cause et la gravité des accidents et les coûts directs et indirects associés. (A) préciser que les renseignements concernant les accidents impliquant des véhicules de la Société ou concernant les demandes de règlement présentées par la Société ou contre elle et qui n'ont pas rapport avec les commissions des accidents de travail sont conservés au fichier Gestion du parc de

véhicules, SCP PPE 825, et Réclamations - gestion du risque, SCP PPE 819 respectivement). Ce fichier contient en outre le numéro d'assurance sociale lorsque requis par la Commission des accidents de travail. Les personnes qui désirent avoir accès à ce fichier doivent préciser le lieu de travail, ainsi que la date, le lieu et les détails de l'accident ou de la blessure. Il existe aussi une banque de données nationale de CAT qui reflète tous les coûts chargés à la SCP par le DRHC.
Catégorie de personnes : Employés de la Société blessés ou accidentés au travail ou qui ont présenté un rapport d'accident ou une demande de règlement aux commissions des accidents de travail.
But : Appuyer les programmes de la Commission des accidents de travail.
Usages compatibles : Ces fichiers servent à aider les employés à faire face à leurs problèmes médicaux et à éviter qu'ils ne s'aggravent par des interventions pertinentes, l'éducation à la santé et des conseils professionnels; à autoriser les congés et les prestations (y compris les prestations et congés médicaux payés par les CAT et les services de réadaptation professionnelle) qui ont trait aux blessures et maladies liées au travail; à faciliter le traitement des demandes de règlement aux commissions des accidents de travail provinciales et l'administration des prestations d'invalidité et congés pour blessure au travail (le SIDA et la banque de données de CAT servent au règlement des réclamations et au redressement des comptes); à préciser les conditions auxquelles les employés soumis à certains risques professionnels ou atteints d'une maladie ou invalidité sont capables de continuer à travailler, ce qui comprend le retour au travail; à fournir toute information utile à des fins de prévention des accidents et de protection de la santé et à traiter les griefs et appels relatifs à la santé professionnelle, à la sécurité et à l'environnement (voir Griefs et Arbitrage, SCP PPE 813). Ces fichiers facilitent également l'étude et la correction des conditions de travail susceptibles d'entraîner des maladies et des blessures, par exemple par la préparation de programmes préventifs fondés sur la fréquence de certaines maladies ou blessures. Certains renseignements peuvent servir à des études épidémiologiques. Certains renseignements peuvent être transmis aux commissions des accidents de travail, à Développement des ressources humaines Canada, aux médecins traitants et aux représentants d'unités de négociation, afin de faciliter l'administration des

associations, des récompenses et des montants à titre gratuits et d'autres frais divers qui sont

accordés aux employés.

But : Ce fichier sert à payer les avantages

financiers aux employés.

Usages compatibles : Les documents servent

à justifier le paiement des dépenses, frais et

réclamations et autres déboursés

susmentionnés et à émettre les chèques

nécessaires; à des fins de planification, de

budgetisation et de vérification.

Normes de conservation et de destruction :

Les documents sont conservés pendant six

années suivant l'année où les frais ont été

engagés, puis ils sont détruits.

No. ADD : 88/007

Renvoi au dossier # : SCP SM 5

Enregistrement (SCT) : 001361

Numéro de fichier : SCP PPE 820

Conflits d'intérêts

Description : Ce fichier réunit des

renseignements sur les conflits d'intérêts et, à

l'occasion, des rapports confidentiels, des

rapports financiers, des rapports sur les

activités extérieures des employés et des

rapports d'enquêtes portant sur les conflits

d'intérêts réels et potentiels, de même que toute

la correspondance s'y rattachant. Les

personnes qui désirent avoir accès à ce fichier

doivent préciser leur nom, et leur lieu de travail.

Catégorie de personnes : Tous les employés

de Postes Canada, ainsi que ceux qui l'ont

quittée récemment, qui sont impliqués dans des

conflits d'intérêts réels ou potentiels.

But : Le présent fichier sert à la mise en oeuvre

de la politique sur les conflits d'intérêts.

Usages compatibles : Les documents servent

à déterminer l'existence de conflits d'intérêts, et,

le cas échéant, à aider la prise d'une décision,

que ce soit une mutation, des mesures

disciplinaires ou la cessation d'emploi.

Normes de conservation et de destruction :

Les documents sont conservés pendant les

deux années suivant la cessation d'emploi ou la

fin du conflit, réel ou potentiel, puis ils sont

détruits.

No. ADD : 98/005

Renvoi au dossier # : SCP HR 7

Enregistrement (SCT) : 002156

Numéro de fichier : SCP PPE 814

Contrôles de la fiabilité

Description : Ce fichier réunit des vérifications

d'identité relatives aux casiers judiciaires et, le

cas échéant, des empreintes digitales, des

casiers judiciaires, des recommandations,

jugements, appels et documents connexes. Des

renseignements sommaires peuvent aussi

exister sous forme électronique dans les

modules Gérer – Opérations de candidature et

Vérification de sécurité des Systèmes,

applications et produits (SAP). Les personnes

qui désirent avoir accès au fichier doivent

préciser le lieu de travail et les dates d'emploi.

Catégorie de personnes : Employés actuels et

éventuels de la Société qui n'ont pas de cote de

sécurité, mais dont il faut contrôler la fiabilité en

raison de l'accès facile qu'ils ont au courrier, à

de l'argent et à d'autres biens de valeur.

But : Le présent fichier vise à garantir la

sécurité des employés et des biens de la

Société et de tout le courrier en cours de

transmission.

Usages compatibles : Les documents servent

à déterminer la fiabilité d'une personne qu'on

compte engager. Des renseignements peuvent

être divulgués à la GRC pour vérifier si les

personnes en question ont un casier judiciaire.

Normes de conservation et de destruction :

Les documents sont conservés pendant les

deux années suivant celle où s'est terminée la

vérification et sont ensuite détruits. Sur

réception d'un avis d'octroi de grâce, le casier

judiciaire est immédiatement détruit.

No. ADD : 91/020

Renvoi au dossier # : SCP CS 8

Enregistrement (SCT) : 001363

Numéro de fichier : SCP PPE 822

Contrôles sécuritaires

Description : Ce fichier réunit, entre autres, les

documents suivants : antécédents personnels,

vérifications d'identité relatives aux casiers

judiciaires et, le cas échéant, empreintes

digitales, casiers judiciaires, résumés

d'enquêtes de la GRC et du Service canadien

du renseignement de sécurité (SCRS)

jugements défavorables, appels, mises à jour,

révocations et pardons, et documents

connexes. Des renseignements sommaires

peuvent aussi exister sous forme électronique

dans les modules Gérer – Opérations de

candidature et Vérification de la sécurité des

Systèmes, applications et produits (SAP). Ces

données comprennent le nom, la cote de

sécurité accordée et celle requise par le poste,

et si cette dernière doit être renouvelée. Les

personnes qui désirent avoir accès à ce fichier

doivent préciser le lieu de travail et les dates

d'emploi.

Catégorie de personnes : Employés de la

Société qui occupent ou sont sur le point

d'occuper certaines fonctions qui donnent accès

à des biens, et à des informations et des

avantages imposables sont transmis à la direction Finances en vue de la production des relevés T-4.

Catégorie de personnes : Les employés actuels qui ont été mis en nomination dans l'une ou l'autre des catégories, soit dévouement en matière de normes de service, service exceptionnel à la clientèle, croissance des affaires, dépassement de soi, bénévolat, leadership et équipe de l'année. Aussi les employés retraités qui ont été mis en nomination dans la catégorie participation au sein du club Héritage.

But : Reconnaître et souligner les réalisations exceptionnelles des employés de la SCP.

Usages comptables : On accuse réception des mises en nomination et on vérifie les faits présentés avant de soumettre le tout aux comités divisionnaires de sélection, qui choisissent les gagnants de chaque catégorie en fonction de critères prédéterminés. Les prix sont remis au cours d'une cérémonie annuelle. Le nom des gagnants peut être divulgué (avec leur consentement) par le biais d'affiches et de publications internes et externes. Le fait d'avoir remporté un prix peut également être consigné au dossier individuel de l'employé (voir le fichier SCP PPE 802).

Normes de conservation et de destruction : Les nominations rejetées et les documents qui s'y rattachent sont détruits immédiatement après la sélection du gagnant. Les nominations des gagnants ainsi que les documents qui s'y rattachent, incluant la base de données automatisées des Prix Cachets, sont conservés pendant cinq années après le dernier usage administratif, puis ils sont détruits.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 25

Enregistrement (SCT) : 003160

Numéro de fichier : SCP PPE 850

Cas de responsabilité financière

Description : Ce fichier réunit notamment les renseignements suivants : titre de poste, lieu de travail, rapports de crédit occasionnels, rapports d'enquête sur les pertes, témoignages, avis juridiques concernant le traitement des cas, décisions rendues par les comités et information de suivi (par exemple, sur le recouvrement, le paiement, les poursuites, saisies et autres procédures judiciaires). Précisons que les documents juridiques peuvent être classés au fichier Dossiers individuels sur le personnel ainsi qu'au fichier Affaires juridiques (SCP PPE 827). Les personnes qui désirent avoir accès à ce fichier

doivent fournir leur nom et toute autre information pouvant servir à identifier le cas, comme la date, le lieu, la nature et le montant de la perte.

Catégorie de personnes : Employés de la Société ayant subi des pertes réelles ou soupçonnées.

But : Le présent fichier a pour but d'aider les comités d'étude sur la responsabilité financière qui examinent les pertes subies par la Société, et de faciliter le recouvrement de sommes dues à la Société.

Usages comptables : Les documents servent à corriger les situations qui ont entraîné des pertes financières à la Société, qu'il s'agisse de recouvrer des fonds ou de prendre les mesures nécessaires pour éviter que la situation ne se reproduise.

Normes de conservation et de destruction : Les documents sont conservés pendant six années financières suivant l'année du recouvrement de la dette ou de la radiation de la perte, puis ils sont détruits. L'élimination des documents connexes figurant aux fichiers de renseignements susmentionnés se fait conformément aux normes de conservation qui leur sont applicables.

No. ADD : 88/007

Renvoi au dossier # : SCP HR 16

Enregistrement (SCT) : 001763

Numéro de fichier : SCP PPE 818

Comptes fournisseurs

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports de dépenses, reçus, mandats de chèque, avances, instructions relatives aux dépôts, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement de réclamations et d'autres paiements. Des documents sur les opérations se trouvent aussi dans le fichier informatisé Comptes fournisseurs. Précisons que les documents de règlement de frais et les documents connexes relatifs aux mutations et aux réinstallations sont conservés dans le fichier Réinstallation (SCP PPE 816). Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur le paiement (endroit, nature et dates).

Catégorie de personnes : Employés de la Société qui demandent un remboursement pour des frais de déplacement et de logement, des frais d'inscription à des cours, d'indemnité de poste isolé et des cotisations à des

survivant, les prestations partagées des ménages dissous, les prestations de pension rachetée, les facteurs d'équivalence pour l'établissement des feuillets T4, les facteurs d'équivalence recitifiés pour l'établissement des feuillets T10, les facteurs d'équivalence pour services passés, le relevé personnel des prestations de retraite et le calcul du manque à contribuer éventuel de l'employé. Les données du fichier peuvent également être utilisées à des fins d'établissement de rapports statistiques et de feuilles de données destinées à aider à l'administration du régime.

Normes de conservation et de destruction : Le calendrier de conservation est en cours d'élaboration.

No. ADD : À déterminer

Renvoi au dossier # : SCP HR 24

Enregistrement (SCT) : 005246

Numéro de fichier : SCP PPE 885

Affaires juridiques

Description : Ce fichier contient des documents sur les réclamations potentielles ou réelles par ou contre la Société, les contrats et les ententes, les arbitrages, les mémoires, les avis et les conseils juridiques et sur d'autres questions juridiques concernant la Société. Précisons que des copies des avis et d'autres documents juridiques peuvent aussi être versés dans d'autres fichiers de renseignements personnels.

Catégorie de personnes : Employés actuels de la Société et les employés qui l'ont quittée traitant de questions juridiques.

But : Le présent fichier réunit des documents portant sur des avis et des conseils juridiques fournis à la Société et documents ayant valeur juridique de représentation pour celle-ci.

Usages compatibles : Les documents servent à fournir des avis et des conseils juridiques à la Société et à représenter la Société et à protéger ses intérêts.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de dix ans suivant l'année d'expiration du contrat ou de la cession de la propriété, avant d'être détruits. Les réclamations déposées par la Société ou contre elle, les jugements arbitrés et les documents connexes sur les questions juridiques sont conservés pendant vingt et un ans suivant l'année du règlement. Les mémoires (source de jurisprudence), les avis et les conseils juridiques sont conservés cent (100) ans après que la cause a été jugée, puis ils sont détruits.

No. ADD : 97/020

Renvoi au dossier # : SCP SEC 3

Enregistrement (SCT) : 002078

Numéro de fichier : SCP PPE 827

Aide aux employés

Description : Les Services à la famille du Programme d'aide aux employés (SFPAE) sont donnés à contrat. Tous les renseignements sont conservés au bureau des Services à la famille. Postes Canada ne possède aucun fichier ayant trait au Programme d'aide aux employés. Les Services à la famille peuvent conserver la gestion de ces dossiers sous forme imprimée ou électronique. Les personnes qui désirent avoir accès aux renseignements sur leur compte sont encouragées à faire directement affaire avec les Services à la famille en composant le 1 800 668 9920.

Catégorie de personnes : Un document est constitué lorsqu'un employé communiqué avec le service d'aide téléphonique (sans frais).

But : Le présent fichier porte sur le programme d'aide aux employés fondé sur la participation volontaire des employés de Postes Canada aux prises avec des problèmes personnels ou liés au travail, qui peuvent être résolus par des soins professionnels.

Usages compatibles : Les documents servent à apporter de l'aide aux employés et à leur assurer un suivi sérieux au moyen de counseling, entre autres; à aider à l'élaboration de programmes de prévention et de formation en fonction de la fréquence d'apparition de certains problèmes, et à évaluer des programmes. Précisons que les agents d'orientation ne portent pas de diagnostic et qu'aucun renseignement personnel n'est divulgué à un tiers sans l'obtention préalable du consentement de l'intéressé.

Normes de conservation et de destruction : SFPAE conserve les documents constitués pendant au moins sept ans.

No. ADD : 91/020

Renvoi au dossier # : SCP HR 8

Enregistrement (SCT) : 001354

Numéro de fichier : SCP PPE 811

Prix Cachets or et argent

Description : Ce fichier contient des données sur les mises en nomination visant les divers prix «Cachets or» et «Cachets argent», ainsi que des renseignements sur le traitement de ces données. On y trouve au titre de renseignements personnels le nom des candidats, leur lieu de travail, leur adresse résidentielle et leur numéro de téléphone, de même que l'information appuyant leur mise en nomination. Les renseignements touchant les

Société canadienne des postes

Chapitre 143

Fichiers de renseignements
personnels particuliers

Administration des pensions

Description : Le fichier sur le Régime de retraite agréé de la Société canadienne des postes (RRASCP) contient des données sur les caractéristiques démographiques et la situation d'emploi des employés et des personnes retraitées couverts par le RRASCP.

Note : date d'admissibilité, nombre d'années ouvrant droit à pension, numéro d'identification, date de naissance, le sexe, date du changement d'état civil, adresse et numéro de téléphone du domicile, indicateur d'unité de négociation, catégorie d'emploi, salaire de base, allocations cotisables, chronologie d'emploi, montant des retenues aux fins de contribution, base des gains annuels cotisables, durée de la semaine de travail, statut de l'employé, liste de paie, information sur les

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
Divulgateurs internes d'information concernant des actes fautifs au travail
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

retenues salariales, y compris l'état de tiers-saisi s'il y a lieu, renseignements bancaires, adresses postales des personnes retraitées et des survivants, crédits et retenues fiscales. Le numéro d'assurance sociale y est également consigné aux fins d'identification légale lors de la production des formulaires fiscaux appropriés.

Catégorie de personnes : Il existe des dossiers et des données sur toutes les personnes à l'emploi de Postes Canada qui sont membres du RRASCP ou sont retraitées. Les personnes qui désirent avoir accès à leur dossier sont invitées à composer le numéro sans frais suivant : 1 877 480 9220.

But : Calculer, autoriser et verser les prestations de pension à tous les membres du RRASCP et à leurs survivants.

Usages compatibles : Administrer, maintenir et verser les prestations d'employés et de retraités prévus par le régime, y compris les prestations de conjoint et les prestations de

Fichiers de renseignements
personnels particuliers

Dossiers sur l'évaluation de la tuberculose

Description : Ce fichier renferme certains types, ou tous les types, de renseignements suivants : renseignements démographiques, histoire médicale passée et présente, y compris l'histoire médicale sur la tuberculose, symptômes de la tuberculose, documentation ayant trait aux examens cutanés Mantoux et autres renseignements ayant trait au Programme pour le Contrôle et la Prévention de la Tuberculose du Service correctionnel du Canada (SCC). Les individus qui désirent obtenir ces renseignements doivent fournir leur nom et prénom, date de naissance, et l'endroit où se trouve le dossier qu'ils désirent obtenir.

Ces demandes peuvent être envoyées soit à la Direction de l'Accès à l'information et protection des renseignements personnels du Service correctionnel du Canada ou de Santé Canada, ou à l'infirmi(è)r(e) en service à Santé Canada. **Catégorie de personnes :** Employés actuels et anciens du SCC.

But : Le but de ce fichier est de conserver des dossiers sur toutes les évaluations de la tuberculose sur les employés du SCC, d'exercer un contrôle sur la mise en oeuvre des mesures de suivi et de prévention de la tuberculose, et fournir des données statistiques

Voyages et réinstallations

Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés. **Catégorie de personnes :** Employés du SCCS.

But : Ce fichier a pour but d'emmagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés du SCCS.

Usages compatibles : Administrer les fonctions touchant les voyages et les réinstallations (approbations), ainsi que les affectations à l'étranger (autorisations, avances, demandes de remboursement). Ces renseignements peuvent également servir à des fins de recherche, de vérification, de

Fichiers de renseignements

personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Stationnement

en matière de décisions scientifiques. **Usages compatibles :** Les renseignements peuvent servir à l'interne à des fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques, et pour des vérifications internes. Les renseignements peuvent aussi être remis à des représentants des provinces oeuvrant dans le domaine de la santé.

Normes de conservation et de destruction : Les dossiers sont conservés jusqu'à ce que l'employé ait atteint l'âge de 75 ans, ou, s'il est âgé de 70 ans, ou plus, les dossiers sont conservés pendant cinq ans suivant la dernière évaluation. Lorsque survient l'expiration de la période de conservation, certains de ces dossiers sont alors placés sous la garde des Archives nationales du Canada aux fins des archives et les autres sont détruits.

No. ADD : 98/023

Renvoi au dossier # : CSC COP 180

Enregistrement (SCT) : 003906

Numéro de fichier : SCC PPE 806

Prix et distinctions honorifiques

Description : Ce fichier renferme des documents sur l'administration des programmes de distinctions honorifiques et de présentations de prix du Service et du Conseil du Trésor. **Catégorie de personnes :** Employés du Service correctionnel du Canada.

But : Ce fichier a pour but d'identifier les

les demandeurs doivent préciser quel a été leur rôle dans le processus pour être autorisés à consulter les dossiers qui les intéressent. Les personnes intéressées doivent indiquer la date approximative de l'évaluation de leurs aptitudes en gestion afin que nous puissions extraire ce dossier, qui est conservé cinq ans avant d'être détruit. Ce fichier renferme aussi des résumés de décisions concernant la dotation ; les présences et les congés, y compris les registres des congés et des présences et les certificats médicaux pour les congés de maladie ; des renseignements médicaux aux fins de l'établissement des droits aux prestations, de la prise de décisions par l'administration sur des points comme les mutations ou les renvois pour raisons médicales ; des données sur la planification de la relève, la formation et le perfectionnement ; des décisions concernant les indemnités et l'aptitude au travail ; ainsi que des renseignements sur la discipline et les cotés de sécurité. La plupart des renseignements concernant ces sujets se trouvent toutefois dans divers autres fichiers.

Catégorie de personnes : Employés du SCRS et certains candidats à un poste (ex., pour ce qui est des renseignements touchant les langues officielles).

But : Ce fichier a pour but de faciliter la gestion des ressources humaines du SCRS dans les secteurs administratif et opérationnel.

Usages compatibles : Les données que renferme ce fichier peuvent servir à faire en sorte que les mesures prises au Service dans le secteur de la gestion des ressources humaines sont coordonnées et certifiées dans l'intérêt à la fois de l'employé et du SCRS, y compris les décisions relatives à la dotation, à la planification de la relève, aux examens médicaux, à l'aide aux employés, à l'équité en matière d'emploi et au multiculturalisme, à la rémunération et aux avantages sociaux, à la formation et au perfectionnement, à l'hygiène et à la sécurité au travail, aux langues officielles, à la discipline, aux cotés de sécurité et aux pensions. Elles peuvent également être utilisées pour vérifier des références professionnelles et pour rédiger des lettres de félicitations ou de condoléances. Elles peuvent être communiquées à Développement des ressources humaines Canada, à la commission de la Fonction publique, aux agents négociateurs de la Fonction publique, à Statistique Canada, aux assureurs des régimes d'assurance collective de la Fonction publique, à la Commission des relations de travail dans la Fonction publique ainsi qu'à d'autres ministères

et organismes fédéraux, compte tenu d'une application stricte du principe de l'accès sélectif. Elles peuvent servir de source d'information ou pour la liaison avec les systèmes suivants : Système d'information des titulaires, Système de rapports sur les congés, Système de rapports sur les services supplémentaires, Système d'information sur les langues officielles, Fichier d'information sur la mobilité des employés, Système Versements/Retenues, Système sur les congés sans solde, Système d'information sur la formation et le perfectionnement, Système de gestion des carrières, Système de collecte de données sur les postes et Système informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique et de Secrétaire du Conseil du Trésor. Les données figurant dans ce fichier peuvent également servir comme source d'information ou pour établir des liaisons avec d'autres sources de renseignements afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toutes les liaisons concernant la gestion des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent enfin servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers des employés du SCRS sont conservés par le Service au moins jusqu'à ce que le sujet ait atteint l'âge de 90 ans ou pendant deux ans après le décès du sujet, pourvu que deux ans se soient écoulés depuis la dernière fois où le dossier a été utilisé à des fins administratives ; au terme de cette période, le SCRS transfère le dossier aux Archives nationales du Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis sont éliminées deux ans après la date du dernier document versé au dossier. Les dossiers sur les évaluations du rendement sont conservés pour cinq ans après la terminaison d'emploi puis ils sont examinés en vue de leur retrait.

No. ADD : 95/005, 2003/007, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 003784
Numéro de fichier : SRS PPE 808

que l'employé ait atteint l'âge de 90 ans ou deux ans après son décès, pourvu que deux ans soient écoulés depuis la dernière utilisation du dossier pour fins administratives.

No. ADD : 2003/007, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 002140
Numéro de fichier : SRS PPE 813

Services de santé

Description : Ce fichier renferme des dossiers sur les blessures au travail ainsi que des évaluations sur la santé au travail. Les employés qui désirent prendre connaissance des résultats de leur tests psychologiques ou médicaux peuvent le faire en présence d'un préposé désigné. Les instructions sur la façon de communiquer avec celui-ci leur sont données pendant le processus d'examen des demandes, à moins que les candidats présentent qu'ils ne souhaitent pas connaître les résultats de leurs tests.

Catégorie de personnes : Les employés du SCRS et les candidats.

But : Établir la capacité de l'employé à s'acquitter de ses fonctions compte tenu de son état de santé ; présenter des recommandations lorsque la santé constitue un critère déterminant eu égard à la dotation d'un poste ; établir les droits aux congés de maladie ou l'admissibilité aux programmes d'assurance ; et évaluer les qualités et les compétences particulières des candidats par rapport aux qualités souhaitées pour certaines fonctions.

Usages comptables : L'information peut servir à l'intérieur des mécanismes de recours ou de griefs et à des fins, de dotation et d'administration des programmes de rémunération et d'avantages sociaux ; être utilisée par des médecins pour poursuivre un traitement ou par un médecin qui préside l'examen des dossiers de santé ; servir à déterminer l'admissibilité de l'employé à une pension d'invalidité de la Commission canadienne des pensions ; être utilisée à des fins de vérification, de planification, d'évaluation et de statistiques. Toutes les liaisons concernant l'administration des ressources humaines et les programmes de rémunération et d'avantages sociaux sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers sont conservés jusqu'à ce que l'employé atteigne 90 ans ou que deux ans se soient écoulés depuis la dernière mesure administrative. Les dossiers des candidats qui

ne sont pas engagés par le Service seront détruits après cinq ans. Les dossiers jugés de nature historique ou qui ont une valeur sur le plan des archives doivent être remis aux Archives nationales du Canada ; les autres doivent être détruits.

No. ADD : 2003/007, 95/005, 2001/026
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 003300
Numéro de fichier : SRS PPE 827

Services du personnel du SCRS

Description : Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le code d'identification de dossier personnel ; l'adresse personnelle ; la citoyenneté ; des renseignements sur les études (relèves de notes, certificats et diplômes) ; des données sur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme ; des renseignements sur les emplois antérieurs ailleurs qu'à la Fonction publique ; les curriculum vitae et les références ; l'emplacement des organismes concernés ; les nominations et les mutations ; les évaluations du rendement, y compris le niveau de rendement de l'employé (habiletés, aptitudes, réalisations et intérêts) ; et les évaluations en l'intérieur et à l'extérieur, de leurs aptitudes en gestion ; les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée d'emploi ; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements ; ainsi que des informations sur les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent négociateur ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'arme à feu nécessaires pour occuper le poste ; ainsi que des renseignements sur la cessation d'emploi, notamment les certificats et les raisons du départ de l'employé. Ce fichier comprend en outre des données sur l'examen par le Service des plaintes déposées en vertu de la Loi sur les langues officielles, ses recommandations et les mesures correctives qu'il a prises. À cet égard,

organismes fédéraux. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer l'uniformité de l'administration de la paye et des avantages sociaux. Le numéro d'assurance sociale doit être obligatoirement fourni pour ce fichier ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et les rétributions) et le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre l'exécution des ordonnances émises dans le cadre de la Loi sur la saisie-arêt et la distraction de pensions. Des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada, pour faciliter le versement des salaires et des cotisations aux divers régimes de santé provinciaux, aux assureurs des régimes collectifs et aux syndicats, aux fins de la vérification des cotisations. Les renseignements versés dans ce fichier peuvent être utilisés pour l'établissement des budgets, ainsi qu'à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les documents relatifs aux taux de rémunération, aux heures travaillées, les autres documents d'usage ainsi que la documentation générale touchant la rémunération et les déductions ainsi que de la correspondance, sont examinés en vue de leur retrait deux ans après la fin de l'année financière, sauf s'il faut régler des paiements excédentaires, recouvrer des sommes dues à l'État ou exécuter des ordonnances de saisie-arêt ou de distraction de pensions, cas où les dossiers sont conservés jusqu'à ce que les paiements excédentaires soient réglés, les sommes dues soient recouvrées et l'ordonnance de saisie-arêt ou de distraction ne soit plus en vigueur. Les autres documents qui se rapportent à la rémunération sont conservés jusqu'à ce que l'employé ait atteint l'âge de 90 ans ou deux ans après sont décès, pourvu que deux ans soient écoulés depuis la dernière utilisation du dossier pour fins administratives.

No. ADD : 2003/007, 95/005, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 002130
Numéro de fichier : SRS PPE 823

Santé et sécurité au travail

Description : Ce fichier comprend des dossiers sur les blessures au travail et des rapports sur la santé au travail. Ces documents sont conservés par le SCRS aux Services de santé. Ce fichier contient également des renseignements sur le Comité de santé et de sécurité au travail. Développement des ressources humaines Canada ou l'organisme provincial responsable conservent les demandes d'indemnisation et la correspondance connexe, et des dossiers touchant les sommes déboursées. (Dossier sur l'indemnisation des employés de l'État, DRHC PEC 701). Les dossiers concernant les accidents de véhicules, les enquêtes à leur sujet et le règlement de ces accidents sont conservés dans le fichier SRS PPE 814.

Catégorie de personnes : Employés du SCRS.

But : Ce fichier a pour but de fournir la documentation nécessaire à l'administration des programmes de santé et de sécurité au travail au SCRS, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la santé et à la sécurité au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de santé et de sécurité au SCRS.

Usages compatibles : Étayer les décisions connexes aux indemnités destinées aux travailleurs (y compris celles des commissions provinciales des accidents du travail), aux congés d'accident au travail ainsi qu'à la paye et aux avantages sociaux ; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci ; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres et établir des conditions qui permettront à certains individus souffrant de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers médicaux d'un individu sont conservés par le Service au moins jusqu'à ce

et personnes faisant partie de minorités

visibles). Ces renseignements sont utilisés pour dresser un profil personnel des employés et comparer la situation des membres des groupes désignés à celle des groupes au sein du Service qui ne le sont pas et celle de leurs homologues sur le marché du travail canadien. Toute liaison nécessaire à l'administration du Programme d'équité est conforme aux dispositions de la Loi sur l'équité en matière d'emploi et la Loi sur la protection des renseignements personnels.

Usages compatibles : Le ministère peut recueillir des données pour des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements recueillis sont utilisés dans le cadre du programme d'équité en matière d'emploi du Service, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être représentés d'une manière équitable au Service. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en œuvre de la politique connexe à l'équité en matière d'emploi. Les dossiers sur l'équité en matière d'emploi sont conservés au moins deux ans, puis ils sont examinés en vue de leur retrait. Les données contenues dans ce fichier peuvent également servir à des fins de vérification.

No. ADD : 2003/007, 2001/026.

Renvoi au dossier # : SRS SDS 050

Enregistrement (SCT) : 002133

Numéro de fichier : SRS PPE 824

Rémunération et avantages sociaux

Description : Ce fichier contient les

certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages sociaux pour chaque employé, y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages sociaux. Le fichier peut également comprendre des dispositions concernant la saisie-arrêt et la distraction des fonds. Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de chaque employé.

Catégorie de personnes : Employés de

l'institution.

But : Ce fichier contient de la documentation

sur l'administration de la rémunération et des

avantages sociaux au sein des ministères et

admissibles à la Bourse Sir William

Stephenson.

Usages compatibles : Les renseignements

contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour vérifier à rebours les dépenses de fonds. Ce fichier peut être utilisé comme source d'information ou pour les liaisons avec les autres établissements gouvernementaux qui participent au Régime des primes d'attestation du mérite des employés du SCRS, afin de déterminer si la suggestion ou la demande de prime justifie, en raison de son caractère unique, une récompense. Le ministère des Travaux publics et des Services

gouvernementaux émet les chèques et utilise les NAS aux fins de l'impôt sur le revenu. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction :

Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant 12 ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont conservées pendant deux ans. Les dossiers sont transférés aux Archives nationales si les suggestions des employés ont mené à des changements importants au niveau des politiques.

No. ADD : 2003/007, 2001/026.

Renvoi au dossier # : SRS SDS 050

Enregistrement (SCT) : 002152

Numéro de fichier : SRS PPE 822

Programmes d'équité en matière d'emploi et

du multiculturalisme

Description : Ce fichier contient des

renseignements personnels sur les employés et certaines initiatives d'équité en matière d'emploi. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de dossiers d'employés ou de systèmes informatiques. Il est demandé aux répondants d'indiquer, de leur plein gré leur nom et s'ils sont autochtones, handicapés ou font partie d'une minorité visible.

Catégorie de personnes : Employés du

Service.

But : Ce fichier contient toute la documentation

nécessaire à la mise en œuvre de la politique d'équité en matière d'emploi au SCRS. C'est grâce à ces renseignements qu'il est possible d'obtenir un tableau complet des employés, par sexe et appartenance à un groupe désigné

(femmes, autochtones, personnes handicapées

les renvois à l'arbitrage de la Commission des relations de travail dans la Fonction publique. Ils peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers concernant les griefs et l'arbitrage sont conservés pendant trois ans après le règlement définitif du différend, puis ils sont examinés en vue de leur retrait.

No. ADD : 2003/007, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 002143
Numéro de fichier : SRS PPE 816

Harçèlement et discrimination en milieu de travail

Description : Ce fichier contient la correspondance relative aux plaintes de harcèlement et/ou de discrimination ; les rapports d'entrevue avec les plaignants et les présumés harceleurs ; les rapports d'entrevue avec les témoins des incidents ; les récapitulatifs des enquêtes faites par la direction ; les analyses des événements et les décisions prises au sujet d'incidents donnés. Ces renseignements doivent constituer un dossier distinct et ne pas être versés dans le dossier personnel du plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, ils doivent être transférés dans le fichier des mesures disciplinaires.

Catégorie de personnes : Employés de l'institution.

But : Consigner les renseignements nécessaires pour traiter les plaintes de harcèlement et/ou discrimination en milieu de travail, pour établir qu'il s'agit vraiment d'un cas de harcèlement et/ou discrimination et, dans l'affirmative, pour déterminer les mesures appropriées, y compris les mesures disciplinaires, qu'il convient de prendre pour mettre fin à cette situation.

Usages compatibles : Étayer les décisions prises à la suite de l'enquête et de l'analyse relatives à la plainte.

Normes de conservation et de destruction : Les dossiers sont examinés en vue de leur retrait deux ans après la date de la dernière mesure administrative qui a été prise.

No. ADD : 2003/007, 2001/026
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 003298
Numéro de fichier : SRS PPE 825

Mécanisme de recours lié à la classification

Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la

classification de leurs postes, les accusés de réception, le rapport du Comité de recours, les avis de décision et toute information personnelle relative à la résolution du grief. Pour que l'information puisse être repérée, il faut inscrire les numéros des postes et les dates des demandes de recours.

Catégorie de personnes : Employés du SCRS.

But : Faciliter l'accès aux renseignements personnels recueillis dans le cadre des procédures de recours liées à la classification.

Usages compatibles : Les renseignements contenus dans ce fichier peuvent servir à résoudre les griefs ultérieurs ou les appels relatifs à la classification. Ils peuvent aussi être utilisés à des fins de recherche, de planification, de vérification et de statistiques.

Normes de conservation et de destruction : Les dossiers sont détruits cinq ans après la dernière mesure administrative qui a été prise.

No. ADD : 2003/007, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 003631
Numéro de fichier : SRS PPE 830

Primes d'encouragement et distinctions

Description : Le fichier contient des renseignements sur les employés qui ont été nommés pour des primes, dans le cadre du Régime des primes d'attestation du mérite du SCRS ainsi que sur ceux qui ont bénéficié d'une bourse du SCRS. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pour améliorer des opérations de la Fonction publique ou du SCRS, ainsi que des rapports de recommandations, dûment remplis, concernant soit la prime au mérite ou la prime à l'initiative. Ce fichier renferme également des renseignements sur les employés dont on a étudié le dossier en vue de leur décerner la Prime de longs services ou le Prix Sir William Stephenson.

Catégorie de personnes : Les employés du SCRS, dont la candidature a été proposée ou qui ont participé aux programmes des primes d'encouragement et des distinctions du SCRS, au Régime des primes d'attestation du mérite des employés du SCRS, ainsi que ceux qui ont demandé la bourse Sir William Stephenson.

But : Le fichier a pour but de répertorier les personnes admissibles à une prime ou à une distinction dans le cadre des programmes du SCRS ou du Régime des primes d'attestation du mérite des employés du SCRS, ou

communiquer aux autorités ou aux personnes compétentes. Ils peuvent aussi servir à des fins de gestion, de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Tous les dossiers sont transférés aux Archives nationales après 12 ans, en prenant soin d'enlever le nom des individus concernés.

No. ADD : 2003/007, 2001/026
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 002761
Numéro de fichier : SRS PPE 832

Formation et perfectionnement

Description : Ce fichier comprend des données personnelles notamment : les demandes de cours et les évaluations ; le numéro de dossier personnel ; les résultats des examens et les certificats ; les relevés de paiement des frais ; la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou donnés par des organismes privés. Le fichier contient aussi le numéro d'assurance sociale des employés qui ont bénéficié du Programme de paiement des frais de scolarité. Sont également inclus les renseignements sur des employés qui ont suivi des cours de la Commission de la fonction publique. La collecte de ces renseignements est effectuée en vertu de la Loi sur les relations de travail dans la Fonction publique et de la Loi sur l'emploi dans la Fonction publique. Les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et l'on trouve, dans le fichier Services du personnel du SCRS, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Employés du SCRS.

But : Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au SCRS.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Les renseignements relatifs à l'administration de la paye des employés figurent également dans le fichier sur la rémunération et les avantages sociaux. Ce système peut servir de source d'information pour le Fichier de données sur le programme d'équité en matière d'emploi, la Commission de la Fonction publique, les agents

négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants :

Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les congés ; Système de rapports sur les services supplémentaires ; Système d'information sur les langues officielles ; Programme d'avancement professionnel des agents de renseignements ; Système sur les congés sans solde ; et le Système de collecte de données sur les postes. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers généraux sur les cours sont conservés pendant deux ans. La liste des cours suivis par chaque employé est conservée jusqu'à ce que celui-ci atteigne l'âge de 90 ans. Les dossiers sur la formation spécialisée sont conservés pendant dix ans puis transférés aux Archives nationales du Canada.

No. ADD : 2003/007, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 002138
Numéro de fichier : SRS PPE 811

Griefs et arbitrage

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les accués de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et les analyses ; et toute la correspondance relative aux griefs et à l'arbitrage.

Catégorie de personnes : Employés du SCRS.

But : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs et de la procédure d'arbitrage, y compris au niveau de la Commission des relations de travail dans la Fonction publique.

Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs y compris

Renvoi au dossier # : SRS SDS 050

Enregistrement (SCT) : 002142

Numéro de fichier : SRS PPE 815

Dotation

Description : Ce fichier contient les demandes

de dotation ; les descriptions de poste ; les

échelles de salaire ; les profils de sélection ; les

affiches de concours ; les demandes de

mutaion ; les listes de mises à pied ; les

imprimés d'ordinateur relatifs au répertoire des

ressources humaines ; les demandes d'emploi ;

les listes de candidats ; les évaluations des

jurys de sélection, y compris les rapports et les

notes d'évaluation provenant du comité de

dotation ; les documents relatifs aux examens

et à leurs résultats, y compris les résultats des

tests psychologiques ; les listes d'admissibilité ;

les offres d'emploi ; les avis destinés aux

candidats ; les avis relatifs au droit d'appel et

les documents à cet égard ; la correspondance

relative à la dotation faite par divers moyens,

notamment par voie de concours et à l'aide du

répertoire des ressources humaines. Les

employés qui veulent avoir accès aux

renseignements qui les concernent et qui

figurent dans un dossier de concours doivent

fournir le numéro du concours pour que l'on

puisse les trouver et les récupérer. On trouve

dans les dossiers du fichier une grande variété

de renseignements personnels, qui portent

notamment sur l'âge, le sexe, le niveau des

études et/ou l'expérience de travail. On peut

également trouver des avis relatifs à des

décisions de dotation dans le dossier personnel

d'un employé.

Catégorie de personnes : Employés du

SCRS.

But : Ce fichier contient des renseignements

qui peuvent être utilisés pour la dotation de

postes au sein du SCRS.

Usages compatibles : Sélectionner des

candidats, doter des postes et traiter les appels

relatifs aux nominations et aux promotions.

Pour avoir accès à ces renseignements, il faut,

le cas échéant, donner le numéro du concours.

Ce système peut servir de source d'information

pour le Fichier de données sur le programme

d'équité en matière d'emploi, la Commission de

la Fonction publique, Statistique Canada, ainsi

que d'autres ministères et organismes fédéraux.

On peut servir de ce système comme source

d'information ou comme lien pour les fichiers

sujavants : Système d'information des titulaires ;

Système Versements/Retenues ; Système de

rapports sur les services supplémentaires ;

Système d'information sur les langues

officielles; Fichier d'information sur la mobilité

des employés ; Système sur les congés sans

solde ; Système de collecte de données sur les

postes ; et le fichier des systèmes informatisés

statistiques (CFP PCE 761) que détient la

Commission de la Fonction publique. Il est

également possible d'établir des liaisons avec

les fichiers énumérés ci-dessus. Toutes les

liaisons concernant l'administration des

ressources humaines et des plans de

rémunération sont conformes aux dispositions

de la Loi sur la protection des renseignements

personnels. Ces renseignements peuvent

également servir à des fins de recherche, de

vérification, de planification, d'évaluation et de

statistiques.

Normes de conservation et de destruction :

Les dossiers sont conservés au moins deux ans

après l'expiration de la liste d'admissibilité

utilisée pour combler un poste ou deux ans

après toute mesure administrative, puis ils sont

examinés en vue de leur retrait.

No. ADD : 2003/007, 2001/026.

Renvoi au dossier # : SRS SDS 050

Enregistrement (SCT) : 002136

Numéro de fichier : SRS PPE 809

Enquêtes sur les agissements illicites

Description : Ce fichier renferme les

allégations, les rapports d'enquête, les comptes

rendus d'entrevue, les rapports au Solliciteur

général du Canada et la correspondance

connexe, qui ont été recueillies ou préparées,

conformément au paragraphe 20(2) de la Loi

sur le Service canadien du renseignement de

sécurité, sur les activités d'employés du SCRS

qui ont peut-être agi illicitement dans l'exercice

de leurs tâches et de leurs fonctions pour le

Service, conformément à la Loi sur le SCRS.

Catégorie de personnes : Personnes visées

par des enquêtes menées en vertu du

paragraphe 20(2) de la Loi sur le SCRS.

But : Enquêter sur les allégations

d'agissements illicites de la part d'employés du

SCRS et prendre les mesures correctives

nécessaires.

Usages compatibles : Les renseignements

contenus dans ce fichier peuvent être

communiqués au Procureur général du Canada,

à l'organisme compétent responsable de

l'application de la loi au besoin et au Comité de

surveillance des activités de renseignement de

sécurité ou à l'inspecteur général. Ils peuvent

également être utilisés quand il faut prendre des

mesures disciplinaires liées à la conduite des

employés, en vertu de la Loi sur le SCRS, ou

quand le Service juge nécessaire de les

le Service de sécurité de la Gendarmerie royale du Canada (GRC) ; des cartes d'empreintes digitales ; les antécédents criminels ; le numéro d'assurance sociale ; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux employés et les résultats des tests polygraphiques. Des remarques au sujet du niveau de la cote de sécurité peuvent être ajoutées au dossier personnel de l'employé. Le fichier renferme aussi des informations sur les voyages d'agrément qui peuvent susciter des craintes pour la sécurité de l'employé, les vérifications informatiques et la correspondance ayant trait à l'employé.

Catégorie de personnes : Employés du SCRS, candidats à un emploi, contractuels et personnel des entreprises ayant conclu des marchés avec l'administration fédérale ou personnes qui ont reçu des cotes de sécurité grâce au parrainage du SCRS.

But : Ce fichier vise à consigner des renseignements concernant l'établissement de la cote de sécurité s'appliquant à l'employé et aux personnes visées par la rubrique Catégorie de personnes ci-dessus, à l'égard des conditions d'emploi, dans la mesure où ces données ont trait à la gestion du personnel du Service.

Usages compatibles : Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires, au prolongement ou à la fin de la période d'emploi et à l'attribution des cartes d'identité ou de laissez-passer, et aider les employés du SCRS à déterminer si d'autres personnes ont l'autorisation d'être sur les lieux. Les données versées dans ce fichier peuvent également servir à vérifier si les conditions d'emploi sont respectées, dans le contexte de la gestion du personnel du Service. Ce fichier peut être utilisé comme une source d'information ou pour la liaison avec d'autres sources d'information, afin que le SCRS puisse remplir le mandat qui lui est conféré par la loi. Toute liaison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du SCRS, et sont détruits au bout de sept ans. Les données sur les candidats non retenus ainsi que sur les contractuels sont gardées pendant au moins dix ans, puis détruites.

No. ADD : 95/005, 2001/026

Enregistrement (SCT) : 002144
Numéro de fichier : SRS PPE 817

Conflicts d'intérêts
Description : Ce fichier renferme (1) les documents attestant que l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi, et indiquant s'il possède ou non des biens ou des intérêts qui sont, pourraient être, incompatibles avec l'exercice de ses fonctions ; (2) des rapports confidentiels faisant état des biens ou des intérêts qui sont, ou pourraient être, incompatibles avec l'exercice de ses fonctions ; (3) des rapports d'enquêtes et de la correspondance portant sur des conflits d'intérêts réels, éventuels ou apparents liés à l'incompatibilité réelle, ou éventuelle, entre les affaires personnelles de l'employé et l'exercice de ses fonctions.

Catégorie de personnes : Employés du SCRS.

But : Consignation des renseignements (1) qui indiquent si l'employé a lu et compris la politique du SCRS sur les conflits d'intérêts et s'engage à l'observer comme condition d'emploi ; (2) qui indiquent s'il existe des conflits d'intérêts réels, éventuels ou apparents pour les employés du SCRS ; (3) qui permettent de tenir un registre de tous les conflits d'intérêts réels, éventuels ou apparents ; (4) qui permettent de consigner toutes les mesures d'observation d'après-mandat qui sont requises de l'employé.

Usages compatibles : Régler des conflits d'intérêts réels, éventuels ou apparents, et étayer les décisions prises au sujet des mutations et des mesures disciplinaires en cas de conflits d'intérêts non réglés. Permettre aux agents désignés de déterminer si un ancien employé respecte les mesures d'observation d'après-mandat qui lui sont applicables. Les informations peuvent aussi servir à des fins de vérification.

Normes de conservation et de destruction : Le SCRS conserve ces documents pendant la durée d'emploi, plus deux ans, puis ils sont examinés en vue de leur retrait.

No. ADD : 2003/007, 2001/026
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 003299
Numéro de fichier : SRS PPE 826

Cotes de sécurité (Antérieurement autorisations sécuritaires)
Description : Ce fichier contient tous les antécédents personnels ; les résumés des enquêtes faites par le Service canadien du renseignement de sécurité (SCRS), auparavant

Enregistrement (SCT) : 002141
Numéro de fichier : SRS PPE 814

Aide aux employés

Description : Ce fichier contient des renseignements, traités de façon confidentielle, sur la participation d'un employé au Programme d'aide aux employés (PAE), y compris les dossiers obtenus ou préparés dans le cadre d'un contrat, les avis de mise en rapport volontaire ; les dossiers de mise en rapport avec des professionnels de la santé et les rapports et la correspondance provenant de ces derniers.

Catégorie de personnes : Employés et anciens employés, leurs partenaires et membres de la famille immédiate.

But : Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du Programme d'aide aux employés.

Usages compatibles : Étayer les décisions de nature administrative ayant trait aux mesures à prendre en matière d'aide aux employés. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers sont conservés au moins deux ans après la dernière action administrative, puis ils sont examinés en vue de leur retrait.

No. ADD : 2003/007, 2001/026
Renvoi au dossier # : SRS SDS 050

Enregistrement (SCT) : 002147
Numéro de fichier : SRS PPE 820

Association des employés

Description : Ce fichier contient des renseignements sur les employés du SCRS et renferme des documents ou des données concernant le règlement des plaintes, des griefs et/ou des mesures disciplinaires.

Catégorie de personnes : Tous les employés non syndiqués, y compris les employés nommés pour une période déterminée qui sont en poste depuis six mois, à l'exception des employés du cadre de gestion dans le cas où la période de conservation dépasserait leur date d'entrée dans ce cadre.

But : Tenir des dossiers sur la représentation des employés lors du règlement de leurs plaintes ou de leurs griefs, y compris des dossiers touchant l'application des politiques de Ressources humaines et l'aide aux employés faisant face à des mesures disciplinaires.

Usages compatibles : Réserve à l'administration au sein de l'Association des employés.

employés.

Normes de conservation et de destruction :

Conformément au Règlement sur la protection des renseignements personnels, les données sont conservées pour au moins deux ans une fois épuisées toutes les voies de recours. la demande écrite de l'employé concerné, les documents peuvent être détruits immédiatement.

No. ADD : 2003/007, 2001/026.
Renvoi au dossier # : SRS SDS 050
Enregistrement (SCT) : 003970
Numéro de fichier : SRS PPE 831

Conduite et mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé en ce qui a trait aux conditions d'emploi ; les témoignages ; les opinions juridiques ; les enquêtes se rapportant à des écarts de conduite possibles et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires sont joints au dossier de rendement de l'employé.

Catégorie de personnes : Employés du SCRS autres que les personnes nommées ou détachées au Service.

But : Ce fichier contient les renseignements utilisés lors des mesures disciplinaires prises au SCRS. Il sert également à déterminer s'il y a lieu de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures.

Usages compatibles : Étayer les décisions relatives à la rémunération et aux avantages sociaux ; aux présences et aux congés ; à la sécurité interne ; aux mutations, aux rétrogradations et à la cessation d'emploi. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Les dossiers sont examinés en vue de leur retrait deux ans après la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure disciplinaire n'ait été enregistrée dans l'intervalle. Lorsque des mesures disciplinaires ont été annulées ou qu'il a été établi que les accusations d'écarts de conduite n'étaient pas fondées, la documentation relative à la mesure en cause peut être immédiatement détruite lorsque l'employé concerné en fait la demande par écrit.

No. ADD : 2003/007, 2001/026
Renvoi au dossier # : SRS SDS 050

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu.

Accueil

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Divulgateur proactive

Dossier personnel d'un employé

Dotation

Équité en matière d'emploi

- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Réinstallation
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Vérification de la fiabilité
- Voyages

Service canadien du renseignement de sécurité

Chapitre 141

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004

Fichiers de renseignements
personnels particuliers

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Ce fichier contient des rapports sur les accidents ; des réclamations pour les dommages subis ; des décisions du tribunal ; des transactions de règlement et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État ou à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Ce fichier renferme également les demandes de paiement à titre gracieux et les paiements effectués aux individus. Pour les renseignements concernant l'hygiène et la sécurité au travail et les autorisations de congés et d'indemnité liées aux accidents de travail ou aux maladies professionnelles, voir le fichier SRS PPE 813.

Le numéro de code du véhicule doit être fourni

pour faciliter la recherche dans le système d'information.

Catégorie de personnes : Les employés du SCRS victimes d'accidents d'automobile, de bateau, d'embarcation ou d'avion et ceux qui ont fait une demande de paiement à titre gracieux.

But : Ce fichier a pour but de conserver les renseignements se rapportant aux accidents d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du SCRS.

Usages compatibles : Déterminer la responsabilité des accidents et approuver le règlement des dommages. Ces données peuvent être versées au dossier personnel de l'employé et servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques.

Normes de conservation et de destruction : Deux ans après l'accident s'il n'y a pas eu de réclamation ou de poursuite contre la Couronne. Dans les cas qui résultent en une réclamation, les documents sont examinés en vue de leur retrait six ans après sa conclusion. Les documents qui portent sur les poursuites contre la Couronne sont examinés en vue de leur retrait dix ans après la conclusion desdites poursuites.

No. ADD : 98/001, 99/003, 99/004

Renvoi au dossier # : SRS SDS 050

donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnels ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles.

Normes de conservation et de destruction : À déterminer.

No. ADD : 98/005

Renvoi au dossier # : SCT BRGH 390

Enregistrement (SCT) : 004392

Numéro de fichier : SCT PPE 800

Plaintes – Commission canadienne des droits de la personne

Description : Ce fichier contient des renseignements sur les plaintes logées à la Commission canadienne des droits de la personne (CCDP) contre le Conseil du Trésor, et les décisions connexes de la CCDP et/ou d'un tribunal ou d'une cour, s'il y a lieu. Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le Conseil du Trésor auprès de la Commission canadienne des droits de la personne. Ce fichier a pour But d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor. Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches.

Catégorie de personnes : Les renseignements du fichier se rapportent aux personnes qui logent une plainte contre le conseil du Trésor auprès de la Commission canadienne des droits de la personne.

But : Ce fichier a pour But d'emmagasiner les renseignements nécessaires au traitement des plaintes logées à la CCDP contre le Conseil du Trésor.

Usages compatibles : Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches.

Normes de conservation et de destruction : Les plaintes reçues à la Commission des droits de la personne sont conservées en général pendant 10 ans et puis sont détruites. Les plaintes liées à l'assurance-invalidité sont conservées pendant 20 ans et puis détruites. Les plaintes portant sur le Régime d'assurance pour les cadres de gestion de la fonction

publique doivent être déterminées. Les plaintes liées aux pensions sont conservées pendant 25 ans et puis transférées aux Archives nationales du Canada. Les plaintes visant le régime de soins de santé de la fonction publique doivent être déterminées. Les plaintes sur la participation équitable aux langues officielles sont conservées pendant 10 ans et puis archivées aux Archives nationales du Canada. Les plaintes relatives à la rémunération visant le travail à valeur égale sont conservées pendant 10 ans et puis détruites. Les plaintes issues du groupe de soins infirmiers sont conservées pendant 25 ans et puis transférées aux Archives nationales du Canada. Les plaintes portant sur le groupe des services hospitaliers sont conservées pendant 25 ans et puis détruites. Les plaintes relatives aux congés de maternité sans rémunération doivent être déterminées.

No. ADD : 93/031, 94/004 et 94/011

Renvoi au dossier # : SCT HRMO 505

Enregistrement (SCT) : 005050

Numéro de fichier : SCT PPE 803

Programme d'affectations ministérielles

Description : Le fichier peut contenir des curriculum vitae, des évaluations, des ententes concernant des affectations, des références, des renseignements tirés d'entrevues, des résultats de présentations, des demandes d'affectations venant des employés, des formulaires de proposition d'affectation et de la correspondance générale.

Catégorie de personnes : Les employés du gouvernement fédéral normés pour une période indéterminée qui ont demandé une affectation au Conseil du Trésor ou à d'autres ministères.

But : Le fichier a été créé pour garder un répertoire des employés intéressés par des affectations à l'extérieur de leur secteur de résidence, au sein du Conseil du Trésor ou dans d'autres ministères.

Usages compatibles : Les renseignements servent à désigner les employés intéressés par une affectation au sein du Conseil du Trésor ou dans d'autres ministères. Ils servent aussi à des fins statistiques.

Normes de conservation et de destruction : À déterminer.

No. ADD : À déterminer.

Renvoi au dossier # : SCT DOP 920

Enregistrement (SCT) : 005067

Numéro de fichier : SCT PPE 805

SCT/Ministère des Finances. Le fichier contient aussi de l'information relative à l'accès/l'évacuation des emplacements. Les renseignements pour les cartes d'identification/laissez-passer sont recueillis par les moyens suivants : formulaires d'identification, correspondance et vidéocassette ou caméra.

Catégorie de personnes : Les employés du SCT/Ministère des Finances ou d'autres ministères qui travaillent ou visitent les emplacements du SCT/Ministère des Finances ainsi que les entrepreneurs qui accèdent à l'édifice régulièrement.

But : Ce fichier a pour But de tenir l'information relative à la délivrance, annulation et utilisation des cartes d'identification et laissez-passer. Pour des raisons de sécurité ces cartes sont utilisées pour contrôler l'accès à l'édifice, à certaines zones de l'édifice ; elles fournissent aussi une sécurité aux occupants et biens de l'immeuble.

Usages compatibles : Pour des raisons de sécurité, les renseignements sont utilisés pour : contrôler l'accès et l'évacuation de certains immeubles, fournir la sécurité aux employés ainsi qu'aux biens immobiliers, produire des rapports d'analyse statistique ou pour investigation d'incidents ainsi que la délivrance de cartes d'identification et laissez-passer.

Normes de conservation et de destruction : Les renseignements ayant trait à l'accès et l'évacuation des immeubles du SCT/Ministère des Finances sont gardés dans un fichier automatisé pour raison de sécurité sont gardés pour une période de deux ans pour investigation d'incidents et sont ensuite détruits. Les renseignements recueillis en dehors des heures de travail ou par les fiches de contrôle d'entrées sont gardés pour une période de deux ans pour investigation d'incidents et sont ensuite détruits. À moins d'être nécessaires pour une investigation, les images vidéocassettes sont gardées jusqu'à sept jours et ensuite détruites. Tout autre document est gardé cinq ans et ensuite détruit. On peut accéder à ces fichiers, sauf ceux sur vidéocassettes, en fournissant le nom au complet ainsi que le CIDP.

No. ADD : 98/001

Renvoi au dossier # : SCT DOP 931
Enregistrement (SCT) : 005083
Numéro de fichier : SCT PPE 815

Dossier personnel de l'employé(e)
Description : Ce fichier est un dossier sommaire pouvant contenir les formulaires nécessaires à la recherche aux enquêtes de sécurité, les avis de cote de sécurité, les séances de briefing, les documents d'attestation montrant que l'employé(e) a lu et compris le Code de la Fonction publique et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exiguïtés visés par les Articles 21 et 22, et participe aux activités décrites dans l'Article 26 du Code de la Fonction publique ; des renseignements concernant les caractéristiques personnelles ; les nominations, les mutations, les promotions, les rétroactions, la classification, les évaluations de rendement ; les demandes de formation et des évaluations ; le statut de membre d'un groupe visé par l'équité en matière d'emploi ; un plan de développement de carrière ; mesures disciplinaires ; copie du gestionnaire des rapports sur les absences et les demandes de congé ; vérification de la fiabilité.

Catégorie de personnes : Employé(e)s de l'institution.

But : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers de l'employé(e) peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au développement ; à l'hygiène et à la sécurité professionnels ; aux langues officielles ; à la discipline ; au niveau de sécurité ; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. En ce qui a trait au cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé(e) et de l'employeur.

Usages compatibles : Ce fichier sert principalement à fournir de la documentation et

Usages compatibles : L'information contenue dans ce fichier sert à établir des précédents en rapport avec les prix d'excellence de la communauté ALRP, et à fournir une piste de vérification pour le processus de sélection.

Normes de conservation et de destruction : Les dossiers de mise en candidature seront conservés pour un minimum de cinq ans après la prise de la décision relative à l'attri Bution des prix. Le dossier concernant le bénéficiaire d'un prix (y compris son dossier de mise en candidature) sera conservé pour un minimum de dix ans après la prise de la décision relative à l'attri Bution du prix.

No. ADD : À déterminer.

Renvoi au dossier # : SCT SOG 001

Enregistrement (SCT) : 005082

Numéro de fichier : SCT PCE 704

Prolongation du délai pour présenter un grief

Description : Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter leurs griefs. Il peut contenir le nom des employés.

Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs.

But : Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation du délai pour présenter leurs griefs.

Usages compatibles : Ce fichier sert à fournir de l'information générale pour des recherches et aux fins de référence.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés.

No. ADD : 94/011

Renvoi au dossier # : SCT BRGH 470

Enregistrement (SCT) : 001744

Numéro de fichier : SCT PCE 740

Régimes de pensions spéciaux

Description : Ce fichier renferme des renseignements minimaux sur la nomination à un poste, le traitement, la durée de service aux termes du régime ainsi que des statistiques indispensables sur les adhérents aux régimes et leurs suivants.

Catégorie de personnes : Les personnes assujetties à la Loi sur le gouverneur général, à la Loi sur la pension de retraite des

lieutenants-gouverneurs, les employés engagés par le gouvernement hors du Canada, certains hauts fonctionnaires et certains Députés.

But : Ce fichier sert à autoriser le versement des prestations de retraite aux membres du régime et à leurs survivants. Les renseignements sont recueillis à la demande du Conseil du Trésor pour l'administration des lois sur la pension nommées à la section "Catégorie de personnes" ci-dessus.

Usages compatibles : Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour établir des documents statistiques et des feuilles d'information pour des systèmes connexes, et pour élaborer et évaluer les politiques du gouvernement sur les pensions. Ce système peut servir de source d'information ou de liaison entre les fichiers suivants : le Système d'information des titulaires, le fichier des Systèmes informatisés statistiques (CFP PCE 761) de la Commission de la Fonction publique, la Base de données du système des pensionnés aux termes de la Loi sur la pension de la Fonction publique (ASC PCE 701) et le Chémises cartonnées sur les pensions de retraite (ASC PCE 702) de Travaux publics et Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, et les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les documents n'ayant aucune valeur historique sont conservés pendant 75 ans et sont ensuite détruits. Les documents jugés historiques sont transférés aux Archives nationales du Canada après 25 ans.

No. ADD : 93/031

Renvoi au dossier # : TBS HRMO 380

Enregistrement (SCT) : 005064

Numéro de fichier : SCT PCE 799

Fichiers de renseignements personnels particuliers

Cartes d'identification et laissez-passer

Description : Ce fichier contient des photographies, des signatures, des noms et prénoms, ainsi que des numéros de laissez-passer pour les employés du SCT/Ministère des Finances ainsi que pour les personnes qui doivent régulièrement venir sur les lieux du

retraite (ASC PCE 702) de Travaux publics et Services gouvernementaux Canada, le Dossier des pensions (MDN PPE 859) de la Défense nationale, les Dossiers de service des membres de la GRC (GRC PPE 802) de la Gendarmerie royale du Canada. Toutes les liaisons concernant les ressources humaines et les régimes de pension sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers qui n'ont aucune valeur historique sont conservés pendant 75 ans et puis détruits. Les dossiers historiques sont transférés aux Archives nationales du Canada après 25 ans.

No. ADD : 93/031
Renvoi au dossier # : SCT BRGH 380
Enregistrement (SCT) : 005062
Numéro de fichier : SCT PCE 789

Plaintes des agents négociateurs
Description : Ce fichier contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique et les représentations des agents négociateurs et des plaignants, et peut contenir les noms des plaignants.

Catégorie de personnes : Tous les employés de la Fonction publique (annexe 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les agents négociateurs ont présenté des plaintes, ou qui en ont eux-mêmes présentées.

But : Ce fichier a pour objet de tenir des dossiers sur les plaintes présentées par les agents négociateurs, au nom d'individus, conformément à la Loi sur les relations de travail dans la Fonction publique.

Usages compatibles : Il sert à fournir de l'information générale pour des recherches.

Normes de conservation et de destruction : Les dossiers sont conservés pendant dix ans après quoi ils sont détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés.

No. ADD : 94/011
Renvoi au dossier # : SCT BRGH 470
Enregistrement (SCT) : 001961
Numéro de fichier : SCT PCE 728

Présentations au Conseil du Trésor
Description : Ce fichier peut contenir des renseignements personnels utilisés à des fins administratives et tirés des présentations au Conseil du Trésor faites par les ministères et organismes en vue d'obtenir des autorisations en matière d'administration de personnel ou

autres, que le Conseil du Trésor est habilité à accorder. Ce fichier a pour But d'enregistrer et de tenir à jour les présentations au Conseil du Trésor faites par les ministères et les organismes au sujet des employés anciens et actuels des institutions fédérales. Ces renseignements se rattachent aux employés de la Fonction publique et, dans les cas des pensions de retraite, aux personnes à charge et aux survivants. Les renseignements sont utilisés pour présenter au Conseil du Trésor des situations qui, en vertu des lois canadiennes ou de directives spécifiques, nécessitent son intervention.

Catégorie de personnes : Ces renseignements concernent les employés de la fonction publique et, dans les affaires ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant.

But : Le fichier a pour objet de consigner et de conserver les présentations soumises au Conseil du Trésor par les ministres et organismes au sujet des employés actuels et antérieurs d'une institution gouvernementale.

Normes de conservation et de destruction : Les Normes de conservation et de destruction seront confirmées sous peu.

No. ADD : 97/028
Renvoi au dossier # : SCT PCS 015
Enregistrement (SCT) : 003562
Numéro de fichier : SCT PCE 802

Prix d'excellence de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP)
Description : Ce fichier contient des renseignements sur les personnes qui font ou qui ont fait partie, au gouvernement fédéral, de la communauté de l'accès à l'information et de la protection des renseignements personnels pour l'attri Bution d'un prix d'excellence de la communauté AIPRP. Les renseignements peuvent comprendre le curriculum vitae, la justification de la contri Bution méritoire liée aux fonctions ou aux réalisations du candidat, conformément aux critères d'attri Bution des prix d'excellence de la communauté AIPRP.

Catégorie de personnes : Tous les employés passés et actuels de la communauté AIPRP ou toute autre personne mise en candidature pour l'attri Bution d'un prix d'excellence de la communauté AIPRP.

But : Le fichier a pour But de tenir un registre de toutes les personnes mises en candidature et/ou sélectionnées pour l'attri Bution d'un prix d'excellence de la communauté AIPRP.

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servent à fournir de l'information générale pour des recherches.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant 10 ans et puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés.

No. ADD : 94/011

Renvoi au dossier # : SCT BRGH 470

Enregistrement (SCT) : 005055

Numéro de fichier : SCT PCE 750

Griefs du Conseil national mixte

Description : Ce fichier renferme des renseignements sur les griefs présentés au dernier palier de la procédure de recours du Conseil national mixte. Les dossiers comprennent habituellement des formules de griefs sur lesquelles figurent le nom, l'adresse, le numéro de téléphone, la classification du poste, le nom du Ministère et le lieu de travail du plaignant, ainsi que les réponses obtenues aux autres paliers et des renseignements de base sur chaque cas. Ces renseignements varieront en fonction de l'objet du grief mais pourront porter sur les itinéraires de voyage et de réinstallation et sur les demandes de remboursement de frais, les activités liées à la recherche d'un emploi et leur résultat et, dans des cas exceptionnels, sur l'état de santé du plaignant.

Catégorie de personnes : Les employés des ministères et organismes fédéraux énumérés aux parties I et II de l'annexe I de la Loi sur les relations de travail dans la Fonction publique (lorsque l'employeur et l'agent négociateur font partie du CNM) qui ont présenté leurs griefs au dernier palier, soit le Comité d'administration du CNM.

But : Les renseignements contenus dans ce fichier sont recueillis principalement auprès du Secrétaire général du CNM et servent à résoudre, conformément aux règlements du CNM (article 7 – Règlement des griefs), les erreurs présumées d'interprétation et d'application des politiques, des directives ou des règlements qui ont fait l'objet de consultations au sein du CNM et ont été adoptés par celui-ci. Les agents du Secrétariat du Conseil du Trésor se servent de ces renseignements pour formuler la position de l'employeur en réponse aux griefs déposés au CNM par les employés.

Usages compatibles : Ce fichier est aussi utilisé aux fins de recherche interne visant à établir des comparaisons entre les cas antérieurs et les cas actuels en vue de

déterminer s'il existe un précédent.

Normes de conservation et de destruction :

Les dossiers informatisés : Les documents sont conservés pour une période de 10 ans et ensuite transférés aux Archives nationales du Canada pour être gardés.

No. ADD : 94/011

Renvoi au dossier # : SCT BRGH 015

Enregistrement (SCT) : 002569

Numéro de fichier : SCT PCE 770

Pension de la Fonction publique – cas

Description : Ce fichier renferme des renseignements qui servent à prendre des décisions dans des cas particuliers de pension lorsqu'il n'y a pas de précédent, ou dans les cas où le Conseil du Trésor avait anciennement le pouvoir d'entendre les appels. Les renseignements se rapportent à des situations précises et ne contiennent que des données personnelles minimales. Les données relatives à l'emploi sont aussi minimales et se rapportent seulement à des aspects particuliers de la situation en ce qui concerne la pension de l'individu.

Catégorie de personnes : Les personnes qui sont assujetties à la Loi sur la pension de la Fonction publique, à la Loi sur la pension de retraite de la Gendarmerie royale du Canada, à la Loi sur la continuation des pensions de la Gendarmerie royale du Canada, à la Loi sur la pension de retraite des Forces canadiennes et à la Loi sur la continuation de la pension des services de défense.

But : Ces renseignements sont compilés à la demande du Conseil du Trésor pour l'administration des lois sur les pensions afin d'avoir des renseignements sur les circonstances qui ont mené aux décisions prises dans chaque cas de pension pour assurer une application uniforme de la politique.

Usages compatibles : Les renseignements que renferme ce fichier peuvent servir à la Division des pensions pour mener des recherches statistiques, développer des modifications aux lois sur la pension ainsi que pour planifier, mettre en œuvre et évaluer les politiques du gouvernement sur la pension. Ce fichier peut servir de source d'information ou de liaison entre les fichiers suivants : Système d'information sur les titulaires, le fichier des systèmes informatisés statistiques (CFF PCE 761) de la Commission de la fonction publique, la Base de données du système des pensions aux termes de la Loi sur la pension de la fonction publique (ASC PCE 701), les chemises cartonnées sur les pensions de

de l'employeur.
Usages compatibles : Ce fichier sert à fournir de l'information générale pour des recherches. Les dossiers sont conservés pendant 10 ans après quoi ils sont détruits.

No. ADD : 94/011
Renvoi au dossier # : SCT DRT 445
Enregistrement (SCT) : 001960
Numéro de fichier : SCT PCE 722

Arbitrage – Renvois en vertu de l'article 92 (LRTFP)

Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail dans la Fonction publique.

Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage.
But : Ce fichier a pour objet de tenir un registre des décisions d'arbitrage avec les griefs connexes.

Usages compatibles : Il sert également à fournir de l'information générale pour des recherches.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés.

No. ADD : 94/011

Renvoi au dossier # : SCT BGRH 440
Enregistrement (SCT) : 001958

Numéro de fichier : SCT PCE 705

Arbitrage – Renvois en vertu des articles 98 et 99 (LRTFP)

Description : Ce fichier contient des renseignements sur les renvois effectués par l'employeur ou par l'agent négociateur en vertu de l'article 99, LRTFP, et les décisions de la CRTFP.

Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) au nom desquels les renvois ont été soumis.

But : Ce fichier a pour But de maintenir un registre des dossiers sur les renvois effectués par l'employeur ou par les agents négociateurs conformément à la Loi sur les relations de travail dans la Fonction publique afin de faire exécuter une obligation qu'on prétend découler de la convention collective ou de la décision

arbitrale.
Usages compatibles : Il permet également de fournir de l'information générale pour des recherches.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons sont transférés aux Archives nationales du Canada pour être conservés.

No. ADD : 94/011

Renvoi au dossier # : SCT BGRH 440
Enregistrement (SCT) : 001959

Numéro de fichier : SCT PCE 706

Exemption à la politique concernant les voyages – cas particuliers

Description : Ce fichier contient de la correspondance du ministre et du Ministère; de la documentation de base concernant les présentations au Conseil du Trésor; des mémoires au président; des lettres de décision et des notes d'analystes concernant des cas particuliers de demande d'exemption à la politique concernant les voyages.
Catégorie de personnes : Toute personne cherchant à obtenir une indemnisation qui diffère des conditions prévues dans la politique concernant les voyages.

Usages compatibles : Le fichier sert aussi à la recherche en vue de l'élaboration de politiques et à l'examen d'autres demandes d'exemption à la politique concernant les voyages.
Normes de conservation et de destruction : Les normes de conservation pour les dossiers électroniques et les documents sont à de 10 ans et ensuite détruits.

No. ADD : 93/31

Renvoi au dossier # : SCT BRGH 085
Enregistrement (SCT) : 002570

Numéro de fichier : SCT PCE 803

Griefs

Description : Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage mais retiré par les employés qui les ont présentés et peut contenir les noms des plaignants.

Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique) qui ont renvoyé leurs griefs à l'arbitrage.

But : Ce fichier a pour objet de tenir un registre des griefs soumis à l'arbitrage qui ont été retirés qu'ils aient été réglés ou non, et qui, par conséquent, n'ont pas nécessité de décision d'arbitrage.
Usages compatibles : Les renseignements

de deux ans après leur dernier usage à des fins administratives et ils sont détruits.

No. ADD : 98/005

Enregistrement (SCT) : 002748

Numéro de fichier : Scan PPE 801

Système de contrôle et d'imputabilité des

années-personnes

Description : Ce fichier contient des

renseignements, par individu, sur l'utilisation

des années-personnes. Le numéro d'assurance

sociale est utilisé à des fins de vérification et

d'identification des individus et pour établir un

lien entre l'information de ce fichier et celui du

système ministériel d'information sur le

personnel.

Catégorie de personnes : Ce fichier concerne

les employés du Ministère.

But : Ce fichier a pour but d'enregistrer les

renseignements sur l'utilisation des

années-personnes qui servent à la gestion

interne et qui doivent être rapportées au Conseil

du Trésor annuellement. La préparation du

rapport sur l'utilisation des années-personnes

est une responsabilité financière.

Usages compatibles : L'utilisation de ce fichier

est compatible avec le but précisé dans la

partie 5.

Normes de conservation et de destruction :

Les dossiers sont conservés pour une période

de six ans et sont détruits par la suite.

No. ADD : 99/004

Enregistrement (SCT) : 002749

Numéro de fichier : Scan PPE 804

Secrétariat du Conseil du Trésor du Canada

Chapitre 140

Fichiers de renseignements
personnels centraux

Accréditation

Description : Ce fichier a pour objet de tenir un

registre précis de chaque unité de négociation

et chaque accréditation, ré-accréditation et

désaccréditation d'agent négociateur

conformément à la Loi sur les relations de

travail dans la Fonction publique.

Catégorie de personnes : Tous les employés

de la Fonction publique (Annexe 1 de la Partie 1

de la Loi sur les relations de travail dans la

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au

début de cette publication) une définition des

fichiers ordinaires et une description de leur

contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Contrôle de sécurité du personnel (vérification

de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fonction publique), à qui s'applique le processus de négociation collective. But : Ce fichier a pour objet de tenir un registre précis de chaque accréditation d'agent négociateur dans les limites des exigences de l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique ainsi qu'un registre des positions exclus. Il contient des renseignements sur les décisions de la Commission des relations de travail dans la Fonction publique, les demandes des agents négociateurs, la position des intervenants, les listes des positions exclus, et les observations

dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits.

No. ADD : 99/0222

Enregistrement (SCT) : 005086

Numéro de fichier : Scan PCE 787

Dossiers médicaux de santé au travail

Description : Ce fichier contient une partie ou la totalité des renseignements suivants :

rapports médicaux, psychiatriques, psychologiques et d'experts-conseils; résultats et évaluations; analyses et rapports de laboratoire; dossiers d'immunisation; radiographies et rapports; autres rapports de techniques de diagnostic spécialisées; rapports de traitement et de consultation. Des dossiers sur les dangers du milieu de travail et la surexposition peuvent aussi y figurer. Pour accéder aux renseignements, il faut fournir son nom au complet, sa date de naissance et l'endroit du dossier demandé.

Catégorie de personnes : Fonctionnaires fédéraux, anciens fonctionnaires, futurs fonctionnaires et, à certains endroits, peut comprendre les employés d'entreprises réglementées par le gouvernement fédéral qui ont passé un marché avec le Programme de santé au travail et de sécurité du public.

But : Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux actuels et éventuels, notamment, sur la surveillance et de maintien des facteurs d'hygiène du travail et du milieu, les examens médicaux avant affectation, les bilans de santé périodiques, les évaluations de santé mentale, et les dossiers de consultation. Les renseignements sont utilisés afin d'appuyer les évaluations de l'aptitude au travail, les décisions ou droits relatifs à la condition médicale, à la santé mentale, à l'emploi et à la pension.

Usages compatibles : Les renseignements peuvent être utilisés à l'interne à des fins de gestion de programme, de recherche, de planification, d'évaluation, de statistiques et de vérification interne. On peut partager les interprétations des évaluations avec d'autres ministères fédéraux, à condition d'en avoir obtenu l'autorisation au préalable.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen

médical avant affectation, bilan de santé périodique, dossiers d'immunisation ou aptitude au travail) sont conservés pendant 10 ans, puis détruits.

No. ADD : 99/0222

Enregistrement (SCT) : 005087

Numéro de fichier : Scan PCE 772

Fichiers de renseignements personnels particuliers

Dossiers des exclusions pour des raisons confidentielles ou de gestion

Description : Les renseignements comprennent la date et le code d'exclusion, le niveau, le groupe, la direction générale et la division.

Catégorie de personnes : Les dossiers de ce fichier touchent à tous les employés du ministère de la Santé nationale et du Bien-être social qui sont exclus de la négociation collective pour des raisons confidentielles ou de gestion.

But : L'objet de ce fichier est d'enregistrer les données sur les employés exclus de la négociation collective.

Usages compatibles : L'usage est compatible avec le but mentionné à la partie 5.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de 2 ans, après que l'information ait été remplacée ou soit devenue désuète, et sont détruits par la suite.

No. ADD : 98/005

Enregistrement (SCT) : 002900

Numéro de fichier : Scan PPE 802

Dossiers des plaintes du Ministère (employés)

Description : Les renseignements de ce fichier comprennent les plaintes relatives aux droits de la personne et les plaintes anti-discriminatoires.

Catégorie de personnes : Employés et ex-employés qui enregistrent une plainte à la Commission Droits de la Personne ou à la Commission de la Fonction publique.

But : Les dossiers touchent tous les employés du Ministère qui ont porté plainte officiellement, et sont conservés pour obtenir une résolution, pour préparer une défense ou pour décider quelle action prendre.

Usages compatibles : L'utilisation de ce fichier est compatible avec le but précisé dans la partie 5.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période

Santé Canada

Chapitre 139

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels centraux

Dossiers des dispensaires

Description : Ce fichier contient certains des renseignements suivants ou la totalité : traitement d'urgence, rapports de visites de retour au travail, examens, conseil, d'emploies perturbés, aiguillage et rapports d'audiogramme. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et où se trouve le dossier demandé.

Catégorie de personnes : Santé des

fonctionnaires fédéraux.

But : Le but de ce fichier est de maintenir les dossiers de toutes les consultations des unités de santé y compris les traitements d'urgence, les rapports de visites de retour au travail, de conseil et aiguillage, d'examen et d'aiguillage d'emploies perturbés. Les renseignements sont aussi utilisés pour la surveillance de la santé au travail.

Usages compatibles : Les renseignements

peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Ayant rapport à SBS PCE 701.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen

médical avant affectation, bilan de santé périodique ou aptitude au travail) sont conservés pendant 10 ans, puis détruits.

No. ADD : 99/022

Enregistrement (SCT) : 005077

Numéro de fichier : Scan PCE 751

Comité médical consultatif - Santé des

fonctionnaires fédéraux

Description : Ce fichier contient certains des renseignements suivants ou la totalité : des

demandes, des rapports médicaux, des résultats d'examen médical, des évaluations médicales et psychologiques, des rapports de laboratoire ou des radiographies. Les personnes demandant l'accès à ce fichier doivent fournir leur nom au complet, leur date de naissance et leur numéro de dossier.

Catégorie de personnes : Les fonctionnaires

fédéraux.

But : Le but de ce fichier est de maintenir un

dossier des décisions ou des recommandations relatives à des cas médicaux litigieux évalués par le Comité médical consultatif - Santé des

fonctionnaires fédéraux.

Usages compatibles : Les renseignements

sont utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Les renseignements

contenus dans la banque sont également

utilisés pour donner suite aux poursuites et aux plaintes formulées auprès de la Commission canadienne des droits de la personne au sujet des résultats des évaluations médicales de la santé au travail et des réponses des ministères employés pour régler un cas bien précis.

Ayant rapport à SBS PCE 701.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant 30 ans après la dernière entrée, puis détruits. Les

d'intention de pratiquer une saisie-arrêt, les brefs de saisie-arrêt et d'autres documents connexes. Communiquer avec la Conseillère en politique int. Rémunération et avantages sociaux, SSI-DSRH.

Catégorie de personnes : Les employés du Ministère et les entrepreneurs engagés par le Ministère qui travaillent pour leurs propres comptes et offrent uniquement des services personnels, contre qui on a pratiqué une saisie-arrêt.

But : Ce fichier a pour but de fournir de la documentation afin de permettre au bureau de traitement et avantages d'exécuter les avis d'intention de pratiquer une saisie-arrêt.

Usages compatibles : Les procédures de saisie de traitement exigent que l'information soit divulguée au greffier de la cour provinciale et au huissier du comté où les procédures ont débutées. En plus, l'information doit être divulguée au ministère de la Justice en sa capacité d'agent désigné de la Couronne. À RNCan, un dossier complet est détenu par le conseiller en rémunération et avantages sociaux tandis qu'une copie de tous les renseignements financiers nécessaires est détenue par le Bureau des services financiers.

Normes de conservation et de destruction : Les dossiers sont détruits six années financières après le dernier paiement de la saisie-arrêt ou après la dernière consultation à des fins administratives.

No. ADD : 98/001.

Renvoi au dossier # : RNCAN SSI 765

Enregistrement (SCT) : 002313

Numéro de fichier : RNCAN PPE 803

Système d'information sur la gestion de CANMET (FERMÉ)

Description : Nom, numéro, code d'identification de dossier personnel, emplacement du bureau, numéro de téléphone, nom des directions du Secteur pour lesquelles l'employé(e) a travaillé précédemment, participation à des conférences et voyages à l'étranger de l'employé(e) et biens dont il ou elle a la garde. Communiquer avec la Direction, Direction de la politique, de la planification et des services, STME.

Catégorie de personnes : Employés du Secteur des minéraux et métaux.

But : Enregistrer les biens comme les ordinateurs et l'équipement dont les employés ont la garde.

Usages compatibles : Fournir à la direction du Secteur des rapports pour identifier sans difficulté l'emplacement des biens du Secteur.

L'accès à la base de données sera restreint par l'utilisation de mots de passe.

Normes de conservation et de destruction : Les renseignements sont conservés pendant deux ans après la dernière utilisation à des fins administratives, puis détruits.

No. ADD : 98/055.

Renvoi au dossier # : RNCAN DEX 007

Enregistrement (SCT) : 003370

Numéro de fichier : RNCAN PPE 807

Système du Ministère pour la gestion des installations assistée par ordinateur (Fermé)

Description : Information relative aux locaux occupés par les employés, y compris le nom, le CIDP, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immeuble, le numéro de pièce, le numéro de téléphone.

Communiquer avec le Directeur, Planification stratégique, SSI-DBIES.

Catégorie de personnes : Employés du Ministère.

But : Les renseignements sont utilisés pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé. Tous les renseignements sur les employés sont obtenus du Système de gestion des ressources humaines (PeopleSoft).

Usages compatibles : Aucun usage compatible n'est prévu pour ces renseignements.

Normes de conservation et de destruction : Les renseignements sont conservés pendant deux ans après la dernière utilisation à des fins administratives, puis détruits.

No. ADD : 98/055

Renvoi au dossier # : RNCAN SSI 790

Enregistrement (SCT) : 003332

Numéro de fichier : RNCAN PPE 813

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

besoins du Ministère en matière de traitement et à enregistrer l'utilisation faite des années-personnes. Il s'agit en fait d'un outil d'information à l'intention des gestionnaires du Ministère.

Usages compatibles : Ces registres servent d'appui aux activités de planification et de budgétisation. Les renseignements qu'ils contiennent ne sont pas transmis à des personnes de l'extérieur.

Normes de conservation et de destruction : Les registres sont conservés pendant six ans, puis détruits.

No. ADD : 98/005.

Renvoi au dossier # : RNCAN SSI 720

Enregistrement (SCT) : 003119

Numéro de fichier : RNCAN PPE 805

Passports et Visas

Description : Ce fichier est alimenté par le Bureau des passeports, Services ministériels, et

est utilisé pour administrer les demandes de passeports et de visas au Ministère. Il contient la demande de passeport, la date de naissance, le sexe, l'état civil et autres renseignements personnels y compris les numéros de passeports spéciaux, les numéros de visas, le compte rendu des visites officielles qui ont eu lieu, etc. Les dossiers contenant des copies sont détenus par les organisations du Ministère d'où proviennent les demandes. Communiquer avec le Gestionnaire, Opérations Comptables, SSI/DGF.

Catégorie de personnes : Employés du

Ministère, personnel exempté et certains consultants travaillant pour le Ministère qui ont besoin de passeports spéciaux ou diplomatiques ou de visas.

But : L'information est utilisée pour traiter les demandes de passeports et de visas pour le compte des employés, du personnel exempté, des délégations voyageant dans des pays étrangers et de certains consultants se rendant à l'étranger pour le compte du Ministère.

Usages compatibles : L'information peut être divulguée au MAECI et aux ambassades à l'étranger en vue de l'organisation de délégations qui se rendent dans des pays étrangers.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans jusqu'à ce que le passeport expire, puis ils sont détruits.

No. ADD : 98/005.

Renvoi au dossier # : RNCAN SSI 790.

Enregistrement (SCT) : 003670

Numéro de fichier : RNCAN PPE 816

Programme d'affectations – (FERME)

Description : Ce fichier se rapporte à des renseignements personnels sur les employés inscrits au Programme, sur les affectations offertes, et sur le rendement des employés lors de leur affectation. Communiquer avec le Chef, Section de la dotation, SSI-DSRH.

Catégorie de personnes : Employés de la Fonction publique qui se sont inscrits au Programme.

But : Ce fichier sert à rassembler et conserver les dossiers d'inscription au Programme et les assortir aux demandes des gestionnaires pour combler leurs postes au moyen du Programme.

Usages compatibles : Aucun usage compatible n'est prévu pour ces renseignements.

Normes de conservation et de destruction : Les dossiers sont détruits trois ans après la fin de l'affectation.

No. ADD : 98/005.

Renvoi au dossier # : RNCAN SSI 790

Enregistrement (SCT) : 003309

Numéro de fichier : RNCAN PPE 811

Réaménagement des effectifs – (FERME)

Description : Ce fichier se rapporte à des renseignements personnels sur les employés ayant droit à une priorité de dotation et sur les résultats de leur présentation à des gestionnaires et/ou conseillers en dotation. Communiquer avec le Chef, Réaménagement des effectifs, SSI-DSRH.

Catégorie de personnes : Ces données touchent les employés et anciens employés du Ministère qui ont eu droit à une priorité de dotation.

But : Ce fichier de données sert à fournir de l'information aux conseillers en dotation et aux gestionnaires pour faciliter le placement des employés bénéficiant d'une priorité de dotation. **Usages compatibles** : Aucun usage compatible de ces renseignements n'est prévu.

Normes de conservation et de destruction : Les registres sont conservés pendant deux ans après le placement de l'employé, puis détruits.

No. ADD : 98/001.

Renvoi au dossier # : RNCAN SSI 765

Enregistrement (SCT) : 003310

Numéro de fichier : RNCAN PPE 812

Saisie de traitement et d'autres formes de rémunération

Description : Ce fichier se rapporte aux renseignements qui concernent la saisie de traitement et d'autres formes de rémunération, conformément à la Loi sur la saisie-arrêt et la distraction de pensions. Il comprend les avis

la fonction publique de qui une évaluation médicale a été exigée.

But : Ce fichier de renseignements sert à rassembler et à conserver les dossiers de demandes d'examen médicaux relativement à la capacité des employés de travailler.

Usages compatibles : Ces registres servent à évaluer la capacité de l'employé d'exécuter ses fonctions; évaluer la pertinence d'accorder certains congés ou bénéfices; vérifier l'état de santé des employés soumis, dans le cadre de leur travail, à certains risques reliés à leur santé.

Normes de conservation et de destruction : Les registres sont conservés pendant deux ans après la dernière utilisation administrative, puis détruits.

Numéro de dossier # : RNCAN SSI 765
Enregistrement (SCT) : 003308
Numéro de fichier : RNCAN PPE 810

Fichier maître des détenteurs de cartes de crédit du Ministère

Description : Ce fichier de renseignements se rapporte au système financier du Ministère qui contient des renseignements au sujet des employés du Ministère ayant la garde d'une carte d'achat du gouvernement, p. ex. Mastercard, Visa, etc. Les renseignements recueillis pour chaque employé sont le numéro de compte de la carte de crédit, le nom du détenteur de la carte et son CIDE. Cette base de données est ensuite utilisée par les détenteurs de carte pour l'enregistrement et le rapprochement des achats qu'ils ont effectués pour le Ministère au moyen de leur carte d'achat. Comme mesure de protection, le CIDE est utilisé en tant que numéro de compte de l'employé au lieu du numéro de la carte de crédit pour la saisie et la consultation des données. Le CIDE n'est par affiché, imprimé ou diffusé pour d'autres raisons. Communiquer avec le Gestionnaire, Systèmes financiers et formation, SSI-DGF.

Catégorie de personnes : Les employés autorisés du Ministère.

But : Assurer que les achats effectués par les employés pour le compte du Ministère sont imputés aux bons comptes de carte de crédit.

Usages compatibles : Ces renseignements sont utilisés pour comptabiliser les dépenses ministérielles effectuées au moyen de carte d'achats et préparer des rapports à leur sujet. Cela comprend la préparation des Comptes publics, la réponse aux demandes de renseignements présentées par des

vérificateurs, le Secrétariat de l'AIARP, le Parlement ou diverses unités du Ministère, et la préparation de rapports sur les dépenses. En cas de fraude, certains renseignements pourraient être demandés par les autorités chargées des enquêtes et divulgués à ces dernières.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 6 années financières complètes, puis détruits.

No. ADD : 98/001.

Renvoi au dossier # : RNCAN SSI 790.
Enregistrement (SCT) : SCT 003657
Numéro de fichier : RNCAN PPE 817

Logements de la Couronne

Description : Ce fichier contient de l'information relative aux employés qui occupent des logements appartenant à la Couronne dans les régions du Nord éloignées des grands centres. Il comprend les noms, l'occupation, la situation familiale et le nombre d'enfants. Il donne également le montant du loyer et les dates d'affectation et de reprise du logement. Communiquer avec la Direction, Division de la gestion des affaires, SSI-DBIES.

Catégorie de personnes : Employés du Ministère.

But : Les renseignements dans ce fichier servent à administrer la location de ces logements et à récupérer les montants des loyers.

Usages compatibles : Relié au Ministère des Travaux publics, fichier n° TPC PPU 020.

Normes de conservation et de destruction : Les dossiers individuels sont conservés pendant deux ans après que les occupants ont quitté les lieux, puis détruits.

No. ADD : 98/001.

Renvoi au dossier # : RNCAN SSI 730
Enregistrement (SCT) : 000408
Numéro de fichier : RNCAN PPE 802

Module de prévisions salariales

Description : Ce fichier se rapporte aux renseignements relatifs au traitement et à l'utilisation des années-personnes classifiées par individu. Elle recèle également des renseignements sur la période d'emploi, le numéro du poste, le niveau de groupe et la situation de l'employé. Le code d'identification de dossier personnel (CDIP) est utilisé à des fins administratives. Communiquer avec le Gestionnaire, Systèmes financiers et formation, SSI-DGF.

Catégorie de personnes : Ces données touchent les employés du Ministère.

But : Ce fichier de données sert à prévoir les

Fichiers de renseignements
personnels particuliers

Annuaire du personnel et des services.

Description : Ce fichier se rapporte aux renseignements sur l'organisation et le

personnel du Ministère. Il comprend le nom des

employés, leur Code d'identification de dossier

personnel (CIDP), l'emplacement de leur

bureau, leur numéro de téléphone,

l'organisation pour laquelle ils travaillent et les

services qu'ils offrent. Communiquer avec le

Chef, Services des télécommunications,

SSI-DGI.

Catégorie de personnes : Employés du

Ministère.

But : L'information sert à produire la copie

papier de l'annuaire ; dans l'avenir, on offrira

aussi un service de consultation en ligne. Le

CIDP ne sera divulgué ni dans la version

imprimée de l'annuaire, ni dans le service en

ligne. La base de données servira en outre à

stocker l'information de base requise pour

d'autres systèmes d'administration internes.

Usages compatibles : Les données de base

requises pour d'autres systèmes

d'administration (p. ex. en ce qui touche le

stationnement) seront versées dans le fichier de

renseignements personnels de façon à éliminer

les entrées en double. Des mots de passe et

d'autres mesures de sécurité restreindront

l'accès aux diverses bases de données

administratives.

Normes de conservation et de destruction :

Les renseignements seront conservés pendant

deux ans après la dernière utilisation

administrative, puis détruits.

No. ADD : 98/001.

Renvoi au dossier # : RNCAN SSI 770

Enregistrement (SCT) : 003344

Numéro de fichier : RNCAN PPE 806

Description : Cette base de données contient

l'information suivante : secteur, direction, nom,

sexe, première langue officielle, date de

naissance, classification, salaire et lieu de

travail. Il s'agit d'un système de gestion

informatisé des ressources humaines, qui porte

le nom de PeopleSoft, contenant des données

sur la gestion des postes et les décisions en

matière de classification, la gestion de l'effectif,

notamment le suivi des affectations, la gestion

des priorités, la formation, les conflits d'intérêts,

l'exclusion et la désignation, les prix et la

reconnaissance, les langues officielles, l'équité

en matière d'emploi, la rémunération et les

congés. L'accès au système est

rigoureusement contrôlé et protégé par un mot

de passe au moyen d'un processus de

validation au moment de l'accès. Seules les

personnes qui ont besoin de renseignements

pour exécuter leurs tâches obtiennent accès au

système. Communiquer avec le Chef d'équipe,

Systèmes d'information RH, SSI-DSRH.

Catégorie de personnes : Tous les employés

de Ressources naturelles Canada et les autres

personnes participant à des programmes

financés par le Ministère (Émérat, bourses de

recherche, stages pour les jeunes).

But : Gérer les ressources humaines de

Ressources naturelles Canada en tenant

compte des points énumérés sous la rubrique

Description.

Usages compatibles : Ces renseignements

peuvent être utilisés afin de compiler des

données regroupées afin d'assurer la

conformité aux normes de recrutement et

d'emploi comme la Loi sur l'équité en matière

d'emploi; de créer des listes de personnes-

ressources pour les stratégies de continuité des

opérations, la prévision des budgets et des

coûts et la planification de l'attrition.

Normes de conservation et de destruction :

Les données sont continuellement tenues et

mises à jour. Elles sont sauvegardées

quotidiennement et stockées chaque mois pour

une période d'un an, mais sont accessibles en

tout temps. Les renseignements sauvegardés

sont conservés pendant un an puis détruits.

No. ADD : 98/005.

Renvoi au dossier # : RNCAN SSI 765

Enregistrement (SCT) : 003647

Numéro de fichier : RNCAN PPE 815

Description : Ce fichier se rapporte aux

demandes d'examen médical des employés

correspondance reliée aux problèmes médicaux

de l'employé, les évaluations médicales

relativement à la capacité de l'employé de

travailler ou aux restrictions devant s'appliquer.

Communiquer avec le Directeur, Division des

relations de travail et de la rémunération,

SSI-DSRH.

Catégorie de personnes : Ces données

touchent les employés et anciens employés de

titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des situations intermédiaires, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites ; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie).

Catégorie de personnes : Dossiers et données sur tous les employés et employées actuels de DRHIC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels.

But : Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines.

Usages compatibles : Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi ; les servent aussi à

la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'oeuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projetées de retraites possibles).
Normes de conservation et de destruction : Les renseignements sont conservés pour un minimum de deux ans après la dernière action.
No. ADD : 98/005
Renvoi aux dossiers # : RHDCC HRS 025, RHDCC HRS 040
Enregistrement (SCT) : 005821
Numéro de fichier : RHDCC PPE 812

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Ressources humaines et Développement des compétences Canada

Chapitre 137

Fichiers de renseignements personnels centraux

Dossiers sur l'indemnisation des employés de l'État

Description : Ce fichier renferme les documents suivants : le rapport de l'accident, les documents médicaux, les réclamations d'indemnisation, la correspondance et le registre des indemnités payées.

Catégorie de personnes : Les employés de l'État et des sociétés de la Couronne certains marins marchands, constituent la catégorie des personnes visées par ce fichier. Une preuve d'identité peut être demandée avant de permettre la consultation des dossiers.

But : Ce fichier a pour but d'enregistrer toutes les réclamations d'indemnisation en vertu de la Loi de l'indemnisation des employés de l'État et la Loi sur l'indemnisation des marins marchands.

Usages compatibles : Ces dossiers servent à établir la validité des réclamations d'indemnisation et à déterminer le droit de l'employé à une indemnité.

Normes de conservation et de destruction : Les dossiers sont détruits trois ans après la résolution de la réclamation et ensuite le dossier complet est microfilmé. Les microfilms sont retenus pour 100 ans.

No. ADD : 69/089 modification no. 1
Renvoi au dossier # : RHDCC LAB 235
Enregistrement (SCT) : 000457
Numéro de fichier : RHDCC PCE 749

Fichiers de renseignements personnels particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae. Communiquer avec :

Directeur, Division des services des opérations – Québec, Ressources humaines, RHDCC, Place du Portage, Phase IV, 3^e étage, Hull (Québec) K1A 0J9.

Catégorie de personnes : Les données portent sur les employés de Ressources humaines et Développement des compétences

Canada.

But : Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées.

Usages compatibles : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation.

Normes de conservation et de destruction : Les renseignements sont conservés pour cinq ans.

No. ADD : 98/005
Renvoi aux dossiers # : RHDCC HRS 025, RHDCC HRS 040
Enregistrement (SCT) : 005820
Numéro de fichier : RHDCC PPE 802

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes de DRHIC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le

Résolution des Questions des Pensionnats

Indiens Canada

Chapitre 136

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Résolution des questions des pensionnats indiens canada (RQPIC) détient les renseignements suivants:

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Les Affaires indiennes et du Nord Canada (AINC) détiennent les renseignements suivants pour RQPIC:

Autorisations sécuritaires

Rémunération et avantages

RQPIC et AINC procèdent au transfert de certains des renseignements ci-haut mentionnés d'AINC à RQPIC.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'introduction (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile

Aide aux employés

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les dossiers sont détruits après cette période.

No. ADD : 98/027.

Renvoi aux dossiers # : PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.

Enregistrement (SCT) : 004476

Numéro de fichier : PJCCI PPE 808

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Ponts Jacques Cartier et Champlain Incorporée, Les

Chapitre 135

Fichiers de renseignements personnels particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 98/027.

Renvoi aux dossiers # : PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.

Enregistrement (SCT) : 000663

Numéro de fichier : PJCCI PPE 802

Rapports du portefeuille d'assurances

groupe auprès de la Sunlife du Canada.

Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés.

Catégorie de personnes : Employés de l'institution.

But : Sunlife du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Longue invalidité, Assurance-vie personne à charge, Décès et mutilation accidentelle, Soins de santé/médicaments/soins de la vue, Soins dentaires.

Usages compatibles : Ce fichier est utilisé à des fins de vérification des primes d'assurances

versés à l'assureur pour chaque employé.

Normes de conservation et de destruction : La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les dossiers sont détruits après cette période.

No. ADD : 98/027.

Renvoi aux dossiers # : PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.

Enregistrement (SCT) : 004474

Numéro de fichier : PJCCI PPE 806

Registres du régime de pension

Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension.

Catégorie de personnes : Employés de l'institution.

But : Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales.

Usages compatibles : Travaux publics et Services gouvernementaux Canada, vérifie que le total des retenues concorde avec le total des remises de fonds.

Normes de conservation et de destruction : La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années se soient écoulées depuis la dernière mesure administrative inscrite au dossier. Les dossiers sont détruits après cette période.

No. ADD : 98/027.

Renvoi aux dossiers # : PJCCI CHJ 001, PJCCI HM 002, PJCCI TM 003, PJCCI ES 004.

Enregistrement (SCT) : 004475

Numéro de fichier : PJCCI PPE 807

Registres fiscaux

Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution.

Catégorie de personnes : Employés et retraités de l'institution.

But : Le but est de se conformer aux exigences de Revenu Canada – Impôt.

Usages compatibles : Afin d'établir le revenu et impôts de chaque individu.

Normes de conservation et de destruction : La durée de l'emploi et jusqu'à ce que l'employé ait atteint l'âge de 80 ans pourvu que 2 années

du Trésor) et aux agents de négociations.
Catégorie de personnes : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés.
But : Ce répertoire est vérifié afin s'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes.
Normes de conservation et de destruction : Deux ans après la dernière action administrative, les documents sont détruits.
No. ADD : 98/005
Renvoi au dossier # : MPO NDP 918
Enregistrement (SCT) : 003625
Numéro de fichier : MPO PPE 802

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
 Accidents d'automobile, de bateau, d'embarcation et d'avion
 Cartes d'identification et laissez-passer
 Code régissant les conflits d'intérêts et l'après-mandat
 Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)
 Dossier personnel d'un employé
 Évaluation du rendement
 Griets
 Harcèlement
 Langues officielles
 Programme d'équité en matière d'emploi
 Rémunération et avantages
 Sécurité et santé au travail
 Stationnement

No. ADD : 98/005
Renvoi au dossier # : MPO NDP 927
Enregistrement (SCT) : 000630
Numéro de fichier : MPO PPE 806

Présences et congés

Description : Ce fichier contient tous les renseignements concernant les demandes de congé et les rapports de présence approuvés et des notes sur les certificats de médecin qui justifient les absences.
Catégorie de personnes : Les renseignements touchent les employés du ministère.
But : Ce fichier sert à obtenir des renseignements pour l'administration des congés et des présences des employés.
Usages compatibles : Vérification des absences en rapport aux congés disponibles ; des salaires versés par rapport aux relevés de présence ; enregistrement des congés sur les formules de rapport annuel des congés ; évaluation de l'utilisation des congés et les taux d'absentéisme.
Normes de conservation et de destruction : Le fichier est détruit un an après la fin de l'année financière.
No. ADD : 85/001
Renvoi au dossier # : MPO NDP 918
Enregistrement (SCT) : 000628
Numéro de fichier : MPO PPE 805

Régime national de liaison et d'autorisation en matière de priorités

Description : Ce fichier contient des renseignements concernant la dotation et le redéploiement des priorités au sein du ministère, ainsi que des renseignements reliés aux candidats et aux postes pour lesquels ils sont considérés. Les renseignements de ce fichier se rapportent à tous les employés du ministère déclarés excédentaires. Quand un poste doit être comblé au ministère, ce répertoire est vérifié afin d'assurer que les personnes prioritaires reçoivent une première considération pour un redéploiement. L'information de ce fichier peut aussi être utilisée à d'autres fins administratives connexes. Les renseignements contenus dans ce fichier servent aux rapports statistiques soumis aux agences centrales (Commission de la Fonction publique et Secrétariat du Conseil

des candidats pour les postes aux fins de référence et de vérification, lorsqu'un poste est doté ou aboli dans la Fonction publique.

Usages compatibles : Renseignements utilisés pendant le processus de concours.

Normes de conservation et de destruction : Les documents sont détruits après une période de trois ans.

No. ADD : 98/005

Renvoi au dossier # : MPO NDP 918

Enregistrement (SCT) : 000627

Numéro de fichier : MPO PPE 803

Évaluation et examen du rendement de l'employé – Rémunération au mérite et de rémunération fondé sur le rendement

Description : Ce fichier contient des renseignements sur le niveau de rendement de

chacun des employés en ce qui a trait aux habiletés, aptitudes et réalisations. Le fichier contient des copies des rapports d'évaluation annuels, lesquels comprennent les évaluations de l'employé, des résumés d'examen de rendement, des aptitudes, des caractéristiques et des objectifs de travail, de formation et de perfectionnement.

Catégorie de personnes : Tous les employés du groupe de la direction EX ainsi que les employés couverts par le régime de rémunération au mérite et le régime de rémunération fondé sur le rendement (à l'exception des PE).

But : Étant donné que les employés sont assujettis par les régimes de rémunération au mérite et de rémunération fondé sur le rendement, les évaluations du rendement doivent être retenues, car elles sont un élément important dans la détermination des taux annuels de rémunération. Il faut respecter le contingent établi pour la cote de rendement et des données statistiques doivent être produites. Il faut donc que les évaluations du rendement soient facilement accessibles.

Usages compatibles : Déterminer le salaire annuel ; déterminer les besoins en matière de formation et de perfectionnement.

Normes de conservation et de destruction : Les dossiers sont détruits après cinq ans pour tous les employés.

No. ADD : 98/005

Renvoi au dossier # : MPO NDP 921

Enregistrement (SCT) : 000635

Numéro de fichier : MPO PPE 807

Formation et perfectionnement

Description : Ce fichier contient des données personnelles et notamment des demandes de formation ; le code d'identification personnelle (CIF) ; un registre de paiements des coûts et la correspondance reliée à la participation d'employés à des activités de formation, offerts par des organismes gouvernementaux et à l'extérieur ; un registre de la formation que le ministère donne sous forme de cours maison (données sur les employés qui ont assisté au cours ainsi que leur CIF) ; l'information requise pour la production de rapports aux organismes centraux, notamment les formules (coût de formation et rapports des ressources humaines en formation) détaillant les ressources (financières et humaines) utilisées en ce qui a trait à la formation ; un registre individuel sur les employés qui sont en congé d'étude prolongé, CAP et le programme de stagiaire en gestion, dont les curriculum vitæ, les examens du rendement, les accords de retour pour service rendu, et les formules portant l'approbation de la direction ; des formules d'autorisation d'activités de formation ; des participants aux programmes CAP et PFS ; des participants aux programmes d'échange, des participants au programme des congés d'études ; des participants aux congés de perfectionnement.

Catégorie de personnes : Les employés du ministère des Pêches et des Océans et les autres fonctionnaires qui ont assisté ou qui ont travaillé en tant qu'instructeurs à des cours donnés par le ministère des Pêches et des Océans.

But : Ce fichier sert à fournir la documentation pour l'administration de programmes sur la formation et le perfectionnement des employés du ministère des Pêches et des Océans ; servir le point de contact avec les organismes centraux pour le système de données sur la formation et pour les programmes de perfectionnement ; préparer des dossiers soumis à l'approbation du comité des ressources humaines.

Usages compatibles : Enregistrer les

employés à des cours ; tenir un registre des cours suivis ; faciliter le suivi concernant le paiement ; fournir au Conseil du Trésor toute information reliée aux activités de formation ; fournir au service de gestion toute information concernant la formation suivie par un employé et les activités du programme de formation.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après la fin de formation et perfectionnement entrepris par l'employé

Fichiers de renseignements personnels particuliers

Dossiers de dotation (III)

Description : Ce fichier contient de la

documentation générale se rattachant à des

postes particuliers et de la documentation

spécifique se rattachant au rendement de

'l'employé à la suite d'un concours. Il contient la

documentation suivante : formulaire de

demande, curriculum vitae, appréciation,

évaluation, consentement à devenir bilingue,

conflict d'intérêts, formulaire de consentement à

un rapport d'évaluation, liste d'admissibilité.

Catégorie de personnes : Candidats à un

concours ou personnes considérées pour un

poste.

But : Ce fichier sert à l'évaluation des candidats

pour les postes à remplir.

Usages compatibles : Les renseignements

sont utilisées pendant le processus de concours

et de nominations à partir de la liste

d'admissibilité une fois qu'elle est établie. Ils

servent aussi parfois à l'occasion d'une

audience d'appel ou pendant une enquête.

Normes de conservation et de destruction :

Deux ans après que la liste d'éligibilité pour une

dotation soit expirée, ou deux ans après
quelconque action administrative, les
documents sont détruits.

No. ADD : 98/005

Renvoi au dossier # : MPO NDP 918

Enregistrement (SCT) : 001742

Numéro de fichier : MPO PPE 804

Dotation et transition d'emploi – Groupe de

la Direction (I)

Description : Ce fichier contient des

renseignements concernant la dotation et la

décroissance des postes du groupe de la

direction au ministère. Il contient des

renseignements sur le poste à doter, les

candidats et le candidat élu ainsi que le départ

des employés du groupe de la direction. De

plus, il renferme la documentation générale se

rattachant à des postes particuliers jusqu'au

niveau EX-5 et la documentation spécifique se

rattachant au rendement de l'employé à la suite

d'un concours.

Catégorie de personnes : Les employés aux

niveaux EX ; personnes de groupes de relève

se portant candidats à un concours ou

considérées pour un poste.

But : Ce fichier a pour but d'établir un dossier

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au

début de cette publication) une définition des

fichiers ordinaires et une description de leur

contenu.

Accidents d'automobile, de bateau,

d'embarcation et d'avion

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-
mandat
Contrôle de sécurité du personnel (vérification
de la fiabilité/autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Formation et perfectionnement
Griefs
Harèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages sociaux
Sécurité et santé au travail
Stationnement

Office national du film du Canada

Chapitre 132

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels particuliers

Employés de l'Office national du film du Canada

Description : Ce fichier contient des fiches

médicales, des rapports d'examen spéciaux, observations et diagnostiques. Il peut contenir des notes de médecins et d'infirmières ou des résultats d'examen qui ont été effectués sur le lieu de travail ou à l'extérieur. Il peut aussi y avoir des certificats médicaux avec diagnostic ou nom de maladie et des renseignements fournis par l'employé ou son médecin.

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de l'Office national du film du Canada.

But : Ce fichier a pour but de permettre un suivi médical à l'employé et en matière d'accidents de travail.

Usages compatibles : Ce fichier était conservé dans le cadre d'un service de santé aux employés et n'était en aucun cas utilisé pour vérification d'employabilité. Les informations

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

contenues dans le fichier ne sont transmises à aucun autre organisme ou employeur.

Normes de conservation et de destruction :

Depuis la fermeture du Service de santé de

l'Office national du film en mars 1998, les

fichiers médicaux des employés sont conservés

au Service des Archives de l'ONF. Les fichiers

seront détruits en 2004, à moins qu'ils ne soient

individuellement réclamés par l'employé avant

cette date.

Enregistrement (SCT) : 004256

Numéro de fichier : ONF PPE 005

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au

début de cette publication) une définition des

fichiers ordinaires et une description de leur

contenu.

Contrôle de sécurité du personnel (vérification

de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Griefs

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Patrimoine canadien

Chapitre 133

Fichiers de renseignements personnels particuliers

Gestion de carrière

Description : Ce fichier contient

des renseignements personnels sur les

employés, notamment sur leur profil de carrière,

leur curriculum vitae, ainsi que toute

documentation reliée à leur plan de carrière,

formation, leur affectation ou nomination. Tous

ces renseignements ont été recueillis en

fonction d'un questionnaire, des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés.

Catégorie de personnes : Employés du Ministère.

But : Ce fichier a pour but d'ermagasinier les renseignements nécessaires à l'administration du programme de gestion de carrière. Il vise à assurer la rentabilisation des ressources humaines et à accroître la productivité et la satisfaction des employés au travail.

Office d'examen des répercussions environnementales de la vallée du Mackenzie	Chapitre 128
Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.	
Office Gwich'in d'aménagement territorial	Chapitre 129
Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.	

Office Gwich'in des terres et des eaux

Chapitre 130

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Office national de l'énergie

Chapitre 131

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Langues officielles
Mesures disciplinaires
Politique de reconnaissance

Office des terres et des eaux de la vallée du Mackenzie

Chapitre 125

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Office des terres et des eaux du Sahlu

Chapitre 126

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Office des transports du Canada

Chapitre 127

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Politique de reconnaissance
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Office des droits de surface du Yukon

Chapitre 122

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Office des eaux des Territoires du Nord-Ouest

Chapitre 123

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Note : Les renseignements sur les employés de l'Office des eaux des Territoires du Nord-Ouest sont détenus par le ministère des Affaires indiennes et du Nord Canada.

Office des eaux du Nunavut

Chapitre 124

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

**Fichiers de renseignements
personnels ordinaires**

pour ces dossiers.
Renvoi au dossier # : CNP ADM 010
Enregistrement (SCT) : 002309
Numéro de fichier : CTN PPE 801

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dotation
Evaluation du rendement
Formation et perfectionnement
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail

Office d'aménagement territorial du Sahu

Chapitre 120

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Office de commercialisation du poisson d'eau douce

Chapitre 121

**Fichiers de renseignements
personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement
Formation et perfectionnement
Gréfs
Harèlement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Fichiers de renseignements
personnels particuliers

Dossiers des employés au service du

personnel

Description : Cette banque de données renferme des renseignements qui ont trait à l'emploi des employés actuels et anciens de l'Office. Certains de ces renseignements sont : l'âge, le sexe, la citoyenneté, l'adresse du domicile, le numéro de téléphone, la formation, les antécédents professionnels, les références, les évaluations du rendement, les nominations, les transferts, les promotions et les rétrogradations, les périodes d'emploi, l'assiduité, les registres des congés et d'heures supplémentaires, les cours de formation et de perfectionnement suivis, le salaire, la pension de retraite, les assurances (y compris les noms des bénéficiaires), les mesures disciplinaires, ainsi que toute information pertinente à l'emploi. La banque de données renferme les dossiers de tous les employés de l'Office. Au départ des employés, leurs dossiers sont transférés dans

Office Canada - Terre-Neuve des hydrocarbures
extracôtiers

Fichiers de renseignements
personnels particuliers

Dossiers personnels des employés

Description : Ce fichier relève de la Section

des ressources humaines. Il contient les

dossiers sommaires d'emploi du personnel au

sein de l'Office, notamment les attestations de

nomination, les évaluations de rendement, les

relevés de présence, d'absence et d'heures

supplémentaires, les lettres de

recommandation, les curriculum vitae, des

enseignements sur les cours de formation et

de perfectionnement suivis, sur les demandes

de remboursement des services médicaux et

dentaires assurés, et sur la retraite, ainsi que

tout autre document relatif au personnel ou à

l'organisation. Le fichier contient les dossiers de

tous les employés de l'Office. Ceux des anciens

employés sont versés dans un fichier inactif lors

de la cessation d'emploi. Les employés actuels

et anciens peuvent consulter leur dossier en

faisant la demande à la Section des ressources

humaines.

Catégorie de personnes : Employés de l'Office.

But : Ce fichier a pour but de fournir un dossier

sommaire d'emploi au sein de l'Office

Canada-Terre-Neuve des hydrocarbures

extracôtiers pour chaque membre du personnel.

Usages compatibles : Ces renseignements

peuvent être utilisés aux fins de référence d'emploi

ou d'assurance groupe.

Normes de conservation et de destruction : Les

dossiers des employés antérieurs sont versés à un

fichier inactif lors de la cessation d'emploi. Ils sont

détruits lorsque l'intéressé atteint 70 ans, ou deux

ans après sa mort, à la condition que deux ans se

soient écoulés depuis la dernière mesure

administrative concernant le dossier en question.

No. ADD : L'Office a entrepris des pourparlers

avec les Archives nationales afin d'établir de

nouvelles normes de conservation et d'élimination

Administrative et retombées économiques.

Catégorie de personnes : Employés actuels et

anciens de l'Office.

But : Constituer un fichier de renseignements

sur les employés actuels et anciens pour ce qui

est de leur emploi à l'Office.

Usages compatibles : Les renseignements

peuvent être utilisés à des fins de référence

pour emploi ou d'assurance collective.

Normes de conservation et de destruction :

Au départ des employés, leurs dossiers sont

transférés dans un fichier inactif. Les

renseignements sont conservés dans le dossier

personnel de l'intéressé jusqu'à ce qu'il atteigne

l'âge de 70 ans, ils sont ensuite détruits si la

dernière mesure administrative afférente à ces

dossiers remonte à au moins deux ans.

No. ADD : 98/005

Renvoi au dossier # : NEH NEH 075

Enregistrement (SCT) : 003314

Numéro de fichier : NEH PPE 805

fichiers ordinaires et une description de leur contenu.	Dossier personnel d'un employé
Aide aux employés	Formation et perfectionnement
Cartes d'identification et laissez-passer	Harçèlement
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)	Rémunération et avantages
	Sécurité et santé au travail
	Voyages et réinstallations

Musée canadien de la nature

Chapitre 116

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Accidents d'automobile, de bateau, d'embarcation et d'avion
Cartes d'identification et laissez-passer	Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)	Dossier personnel d'un employé

Dotation	Évaluation du rendement
Formation et perfectionnement	Griefs
Harçèlement	Langues officielles
Mesures disciplinaires	Présences et congés
Rémunération et avantages	Sécurité et santé au travail
Stationnement	

Musée des beaux-arts du Canada

Chapitre 117

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.	Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat	Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé	Dotation

Évaluation du rendement	Formation et perfectionnement
Griefs	Harçèlement
Langues officielles	Mesures disciplinaires
Politique de reconnaissance	Présences et congés
Programme d'équité en matière d'emploi	Rémunération et avantages
Sécurité et santé au travail	Stationnement

et aux congés ; aux mutations ; aux rétrogradations et à la fin de l'emploi.

Normes de conservation et de destruction : En ce qui a trait aux avis relatifs aux mesures disciplinaires, y compris les avis qui ont été joints au dossier personnel de l'employé, le délai de conservation est celui qui est mentionné dans les conventions collectives pertinentes. Lorsqu'il n'y a pas de convention, les dossiers sont conservés pendant une période de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, pourvu qu'aucune autre mesure n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui doit voir à ce que l'on détruise immédiatement toute la documentation connexe à la mesure en cause.

No. ADD : MRC 2000/027
Renvoi au dossier # : MRC NDP 926
Enregistrement (SCT) : 002269
Numéro de fichier : MRO PPE 808

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel (système présence/temps, congés et absences).

Catégorie de personnes : Employés de la MRC.

But : Ce fichier a pour but d'étayer l'administration des congés et des présences des employés au sein de la MRC.

Usages compatibles : Le fichier sert également à consigner les congés autorisés et les jours de présence ; à étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin de l'emploi ; et à déterminer quelle est l'utilisation des congés et le taux d'absentéisme et à produire des rapports divers.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après la fin de l'exercice financier.

No. ADD : MRC 2000/027
Renvoi au dossier # : MRC NDP 918
Enregistrement (SCT) : 002266
Numéro de fichier : MRO PPE 805

Programme d'équité en matière d'emploi

Description : Ce fichier contient des renseignements personnels sur les employés,

notamment sur leurs études ; leurs antécédents professionnels et leurs projets de carrière ; leur formation et leur perfectionnement ; tous ces renseignements ont été recueillis en fonction des questionnaires ou des entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un groupe minoritaire.

Catégorie de personnes : Les renseignements dans ce fichier se rapportent aux employés de la MRC.

But : Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique sur l'équité en matière d'emploi de la Monnaie. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe cible (femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas, minorités raciales).

Usages compatibles : Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Monnaie. Les renseignements peuvent également être utilisés dans le cadre de l'élaboration des politiques ou à des fins de planification en relation avec l'équité en matière d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après la fin de l'exercice financier.

No. ADD : MRC 2000/027
Renvoi au dossier # : MRC NDP 921
Enregistrement (SCT) : 003361
Numéro de fichier : MRO PPE 803

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des

des employés de la MRC. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction et au congédiement.

Usages compatibles : Le fichier sert aussi à étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.

Normes de conservation et de destruction : Ces renseignements concernent un employé et forment partie des dossiers du personnel que l'on envoie aux Archives nationales du Canada deux ans après que l'employé a quitté la Monnaie royale canadienne.

No. ADD : MRC 2000/027

Renvoi au dossier # : MRC NDP 921

Enregistrement (SCT) : 002270

Numéro de fichier : MRO PPE 809

Griefs

Description : Ce fichier contient les griefs présentés par les employés et par les représentants des unités de négociation ; les

accusés de réception et les réponses de la direction ; les témoignages ; les opinions juridiques ; les rapports d'enquête et d'analyse ; les descriptions de poste nécessaires lors de

griefs sur la classification et toute la correspondance échangée au sujet des griefs.

Catégorie de personnes : Employés de la MRC.

But : Ce fichier a pour but de consigner les renseignements utilisés à tous les paliers de

règlement des griefs.

Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés

exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les

paliers de la procédure.

Normes de conservation et de destruction :

Les dossiers sont détruits après une période de deux ans suivant la date de règlement du grief.

No. ADD : MRC 2000/027

Renvoi au dossier # : MRC NDP 926

Enregistrement (SCT) : 002268

Numéro de fichier : MRO PPE 807

Langues officielles

Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données

personnelles de base utilisées à des fins

d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale ; les résultats des examens de connaissance linguistique ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé.

Catégorie de personnes : Employés de la MRC.

But : Ce fichier a pour but de fournir de la

documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique et des sociétés d'État. Il vise à justifier et à

étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en

formation linguistique et à confirmer les réalisations des employés.

Usages compatibles : Le fichier sert aussi à étayer et à justifier les décisions concernant

chaque employé, en matière de dotation, de mutations et de promotions. Il permet

également de vérifier le statut linguistique de l'employé et de vérifier l'administration des

programmes relatifs aux langues officielles.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la date de la dernière justification.

No. ADD : MRC 2000/027

Renvoi au dossier # : MRC NDP 923

Enregistrement (SCT) : 002267

Numéro de fichier : MRO PPE 806

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance

échangée au sujet de l'inconduite d'un employé, les témoignages, les opinions juridiques, les

enquêtes se rapportant à des cas d'inconduite possible et le rapport d'analyse qui résulte de

ces enquêtes. Les avis de mesures

disciplinaires peuvent être joints au dossier personnel de l'employé.

Catégorie de personnes : Employés de la MRC.

But : Ce fichier contient des renseignements

utilisés lors de mesures disciplinaires prises à la MRC. Il sert également à déterminer s'il y a lieu

de prendre des mesures disciplinaires et, dans ce cas, à déterminer la nature de ces mesures.

Usages compatibles : Le fichier sert

également à étayer les décisions relatives à la rémunération et aux avantages ; aux présences

leur évaluation. L'information est recueillie au moyen de formulaires d'identification, de lettres, de vidéocassettes ou par caméra.

Catégorie de personnes : Les employés du SCT et du ministère des Finances et ceux d'autres ministères qui occupent des locaux au Secrétariat ou au Ministère ou qui doivent s'y rendre, ainsi que les consultants qui doivent s'y présenter régulièrement.

But : Tenir à jour l'information concernant la délivrance, l'annulation et l'utilisation des cartes d'identité et d'accès. Pour des raisons de sécurité et de protection, les cartes servent à contrôler l'accès à l'édifice et à certaines installations de celui-ci, et à assurer la sécurité et la protection des personnes qui y travaillent et des actifs qui s'y trouvent.

Usages compatibles : Pour des raisons de sécurité et de protection, l'information sert à contrôler l'accès à certaines installations et l'évacuation de celles-ci, à assurer la sécurité des employés et des biens du SCT et du ministère des Finances, à préparer des rapports aux fins d'analyse statistique ou d'enquête sur des incidents qui surviennent, et à délivrer des cartes d'identité et d'accès.

Normes de conservation et de destruction : Des renseignements particuliers sur l'accès aux locaux du ministère des finances et du SCT et l'évacuation de ceux-ci sont recueillis, emmagasinés dans une base de données informatisée uniquement pour des raisons de protection et de sécurité, et conservés deux ans au fins d'enquête sur les incidents qui survissent, puis détruits. L'information recueillie pendant les heures d'occupation et sur des fiches de contrôle des admissions est conservée pendant deux ans à des fins d'enquête, puis détruite. Les images vidéo sont conservées jusqu'à sept jours, puis détruites, à moins qu'on en ait besoin pour enquêter sur des incidents. Tous les autres documents sont

Monnaie royale canadienne

Chapitre 115

Fichiers de renseignements personnels particuliers

Déclaration du temps de travail (saisie des données) - fichier principal informatisé des employés

Description : Les renseignements contenus dans ce fichier comprennent le numéro de l'employé, son nom, son numéro d'assurance

conservés pendant cinq ans après leur diffusion par le Ministère, puis détruits. On peut accéder aux documents, autres que les images vidéo, en fournissant le nom au complet et le CDP.

No. ADD : 98/001

Renvoi au dossier : FIN POU 903

Enregistrement (SCT) : 005099

Numéro de fichier : FIN PPE 816

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

sociale, le titre du poste, la date de naissance, la date du début de l'emploi, la date de cessation de l'emploi, le lieu de travail, la langue parlée ainsi que les jours travaillés accumulés, les jours de vacances et les congés de maladie.

Catégorie de personnes : Employés de la MRC.

But : Ce fichier a pour but de mettre à jour les coûts de la main-d'œuvre applicables à

Cartes d'identité et d'accès
Description : La banque contient les photos, les signatures, les noms de famille et les prénoms ainsi que les numéros de carte des employés du SCT et du ministère des Finances, et des personnes qui travaillent dans les locaux du SCT et du ministère des Finances ou qui

Fichiers de renseignements personnels particuliers

Catégorie de personnes : Les employés du Ministère qui ont fait une opération financière de nature non salariale pour laquelle ils attendent un remboursement.
But : Ce fichier a pour but de conserver l'information liée à l'émission de chèques à l'adresse postale d'employés ou à leur banque pour dépôt sur leur compte bancaire.
Usages compatibles : Émettre des chèques à l'adresse postale ou à la banque d'un employé.
Normes de conservation et de destruction : Les dossiers sont détruits six ans après le dernier usage administratif.
No. ADD : AN-75/023
Enregistrement (SCT) : 004047
Numéro de fichier : AEC PPE 808
Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international
Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet.
Catégorie de personnes : Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger.
But : Ce fichier a pour but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement canadien.

doivent s'y rendre régulièrement. Elle contient également des renseignements concernant l'accès à l'édifice et l'évacuation de celui-ci. L'information concernant les cartes d'identité et d'accès est recueillie au moyen d'un formulaire de demande et emmagasinée dans une base de données informatisée. Pour accéder aux documents, il faut fournir le nom au complet ou le numéro de la carte d'accès. La banque contient aussi des renseignements concernant l'accès des employés à certaines installations et

Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment.
No. ADD : AN-75/023
Enregistrement (SCT) : 000352
Numéro de fichier : AEC PPE 802
Fichiers de renseignements personnels ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Griefs
Harcèlement
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

officielles. Ces plaintes sont déposées directement auprès de la Direction des politiques et de la planification stratégique des ressources humaines ou nous parviennent par l'intermédiaire de Commissaire aux langues officielles. La division garde également des listes de champions des langues officielles nommés aux missions et dans les directions générales.

Catégorie de personnes : Employés du

Ministère.

But : Ce fichier a pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés.

Usages compatibles : Étayer et justifier les décisions concernant chaque employé, en matière de dotation, d'admissibilité à la prime au bilinguisme, de mutations et de promotions ; déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles. L'accès à cette banque de données est bilingue.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la

date de la dernière justification.

No. ADD : AN-75/023

Enregistrement (SCT) : 000358

Numéro de fichier : AEC PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des

renseignements personnels sur les employés, notamment sur leurs études, leurs antécédents professionnels et leurs projets de carrière, leur formation et leur perfectionnement ; les

renseignements sont recueillis au moyen de

questionnaires ou d'entrevues, ou compilés à

partir des dossiers des employés ou des

systèmes de données automatisés. Les

répondants doivent indiquer s'ils sont

autochtones, s'ils souffrent d'un handicap

permanent ou s'ils font partie d'un groupe

minoritaire visible. Le numéro d'assurance

sociale ou un numéro d'emploi peut servir à

identifier les employés lorsque les ministères et

organismes fédéraux ne peuvent utiliser un

questionnaire anonyme ou lorsqu'il est

nécessaire d'avoir ces indicateurs afin de pouvoir

trouver le dossier de l'employé.

Catégorie de personnes : Employés du

Ministère.

But : Ce fichier contient toute la documentation

nécessaire à la mise en oeuvre de la politique

d'équité en matière d'emploi pour tous les

ministères et organismes fédéraux assujettis à

l'annexe 1 de la partie 1 de la Loi sur les

relations de travail dans la Fonction publique.

Le fichier permet d'avoir toutes les données au

sujet des employés, présentées selon leur sexe

et leur groupe cible (femmes, autochtones,

handicapés et membres de minorités visibles).

Ces renseignements sont utilisés pour réaliser

un profil personnel des employés et comparer la

situation des membres des groupes cibles avec

celle des autres groupes au sein d'une

institution fédérale et avec celle des groupes

équivalents sur le marché du travail. Le numéro

d'assurance sociale ou le numéro de l'employé

peut servir à établir un lien entre les

renseignements contenus dans ce fichier et

ceux conservés dans un autre fichier

comportant des renseignements sur les

employés (par exemple, le Système

d'information pour la gestion du personnel) et

ce, à des fins statistiques et lorsque la

conservation de tels renseignements est

conforme aux usages pour lesquels les

renseignements personnels ont été recueillis.

Usages compatibles : Les renseignements

recueillis sont utilisés dans le cadre des

programmes d'équité en matière d'emploi du

gouvernement, afin de déterminer s'il y a

discrimination systémique dans l'embauche et

de l'éliminer s'il y a lieu, d'évaluer les progrès

du programme et d'introduire des mesures

temporaires spéciales qui permettront aux

groupes cibles d'être admis et d'être

représentés d'une manière équitable au sein de

la fonction publique fédérale. Les

renseignements peuvent également être utilisés

pour l'établissement des politiques et la

planification concernant l'équité en matière

d'emploi.

Normes de conservation et de destruction :

Les critères de destruction pour les documents

contenus dans ce fichier n'ont pas encore été

établis.

No. ADD : AN-75/023

Enregistrement (SCT) : 000370

Numéro de fichier : AEC PPE 805

Remboursements non salariaux par le

Receveur général pour les chèques du

Canada

Description : Ce fichier contient l'adresse

postale de chaque employé ou de l'information

sur son compte bancaire.

perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage.

Usages compatibles : Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi.

Normes de conservation et de destruction : Pour le groupe exécutif et les agents permuteurs, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période, les dossiers sont détruits.

No. ADD : AN-75/023.
Enregistrement (SCT) : 000364
Numéro de fichier : AEC PPE 804

Formation et perfectionnement
Description : Ce fichier contient des renseignements personnels, notamment les demandes de formation et les évaluations subséquentes ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé.

Catégorie de personnes : Le fichier se rapporte aux employés de l'institution.
But : Il a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux.

Usages compatibles : Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés.

Normes de conservation et de destruction : Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers

du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits.

No. ADD : AN-75/023
Enregistrement (SCT) : 002507
Numéro de fichier : AEC PPE 806

Gestion du personnel : employés recrutés sur place
Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation, les déplacements et le statut d'accès SIGNET à distance des employés recrutés sur place par les missions canadiennes à l'étranger.

Catégorie de personnes : Employés recrutés sur place par les missions canadiennes à l'étranger.

But : Ce fichier a pour but d'émagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes.

Normes de conservation et de destruction : Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable.

No. ADD : AN-75/023
Enregistrement (SCT) : 000351
Numéro de fichier : AEC PPE 801

Langues officielles
Description : Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences ; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la première langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale ; les résultats des évaluations de langue seconde (ELS) ; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double du formulaire destiné au Système d'information sur les langues officielles (SILO) et au Module de formation linguistique (MFL). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secrétariat du Conseil du Trésor. Le Ministère garde les renseignements sur les plaintes reçues concernant le Programme des langues

Sécurité publique et Protection civile Canada

Chapitre 112

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harèlement
Langues officielles
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Stationnement

Fichiers de renseignements personnels centraux

Gestion du personnel : nominations

d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une mission à l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation.

Catégorie de personnes : Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger.

Fichiers de renseignements personnels particuliers

Évaluation du rendement

Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).

Catégorie de personnes : Employés du Ministère.

But : Ce fichier contient des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de

Ministère. Les données décrivent pour chaque employé le numéro du poste, la situation, le titre du poste, la classification et le niveau, le salaire, la prime au bilinguisme si nécessaire, et le codage financier. La banque de données réside dans l'ordinateur des agents d'administration et contient uniquement les employés embauchés à l'intérieur de leurs centres de responsabilité. Une banque de données centrale de tous les employés du Ministère est également située dans le secteur de la Gestion intégrée.

Catégorie de personnes : Employés du Ministère.

But : Le Système de gestion des salaires est un système de prévision salariale pour aider les gestionnaires à gérer leurs budgets de salaires et d'employés à temps plein pour l'année financière courante.

Usages compatibles : Ces renseignements sont utilisés pour aider à la gestion financière et à l'établissement du budget au niveau de la gestion au Ministère.

Normes de conservation et de destruction : Les données sont conservées pendant deux ans après la dernière action administrative au dossier, après quoi ils sont détruits.

No. ADD : 98/005
Renvoi au dossier # : JUS ADM 045
Enregistrement (SCT) : 003510
Numéro de fichier : JUS PPE 803

Vérification 360 degrés des références
Description : Ce fichier renferme des copies de questionnaires concernant les individus qui ont posé leur candidature à des postes de cadre au ministère de la Justice. Ce questionnaire sert à obtenir des renseignements sur les qualités de direction des candidats, ainsi que leur engagement envers les valeurs du Ministère. Le questionnaire est rempli par les supérieurs, les collègues et les subordonnés des candidats.

Catégorie de personnes : Les individus qui ont posé leur candidature à des postes seniors du ministère de la Justice.

Usages compatibles : Aucun usage compatible.

Normes de conservation et de destruction : Les données sont conservées pendant deux ans après la dernière action administrative au dossier, après quoi ils sont détruits.

No. ADD : 98/005
Renvoi au dossier # : JUS ADM 035
Enregistrement (SCT) : 003996
Numéro de fichier : JUS PPE 807

Fichiers de renseignements personnels ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Enregistrement (SCT) : 004184
Numéro de fichier : JUS PPE 809

Inventaire linguistique

Description : Ce fichier contient les noms, sections et numéros de téléphone au bureau des employés qui comprennent, parlent, lisent ou écrivent une langue autre que le français ou l'anglais.

Catégorie de personnes : Les employés du

Ministère qui acceptent de faire partie de

l'inventaire.

But : L'information permet d'identifier les

employés ayant des compétences linguistiques spécialisées qui désirent participer à des activités nécessitant la connaissance d'autres langues (par exemple, pour communiquer avec des visiteurs étrangers, assister à des réunions avec des délégations au Canada ou à l'étranger).

Usages compatibles : Ces renseignements

sont utilisés pour assigner des employés du

Ministère à des projets, des activités ou des

événements ou leurs compétences seront

nécessaires, ou pour leur donner des

opportunités concernant leur carrière.

Normes de conservation et de destruction :

Le fichier est mis à jour annuellement et les

norms des employés qui ont quitté le Ministère

sont alors rayés.

No. ADD : 98/005

Renvoi au dossier # : JUS ADM 001

Enregistrement (SCT) : 003678

Numéro de fichier : JUS PPE 805

Planification de la reprise des activités

Description : Cette banque de données

renferme les adresses et numéros de téléphone

des employés, les plans d'urgence des secteurs

et les analyses de l'incidence des activités. Elle

contient également des plans d'équipes, des

plans d'urgence généraux et des procédures

communes.

Catégorie de personnes : Les employés du

Ministère.

But : Les renseignements sont compilés pour

être utilisés seulement dans des situations

d'urgence ou de désastre impliquant le

Ministère. Les renseignements serviront à

former des équipes pour rétablir les activités

essentielles du Ministère.

Usages compatibles : Ces renseignements

sont utilisés pour assigner des employés du

Ministère à des projets, des activités ou des

événements ou leurs compétences seront

nécessaires, ou pour leur donner des

opportunités concernant leur carrière.

Normes de conservation et de destruction :

Le fichier est mis à jour annuellement et les

norms des employés qui ont quitté le Ministère

sont alors rayés.

No. ADD : 98/001

Renvoi au dossier # : JUS ADM 035

Enregistrement (SCT) : 003917

Numéro de fichier : JUS PPE 806

Sondage sur la politique de harcèlement

Description : Au printemps 1999, le Comité

directeur d'évaluation de la gestion des conflits

a mené un sondage à l'intérieur afin d'évaluer la

politique "Pour un milieu de travail à l'abri des

conflits et du harcèlement" et les services

offerts par le Bureau de résolution des conflits

dans le but d'évaluer leur impact sur le milieu

de travail. Cette banque de données contient

les réponses reçues, soit des questionnaires

dûment complétés ou par le biais d'entrevues

effectuées par les membres du comité.

Catégorie de personnes : Tout le personnel

du Ministère de la Justice, y compris les cadres,

les employés embauchés à terme ou pour une

période indéterminée, les contractuels, ainsi

que les employés d'autres ministères relevant

d'employés du Ministère de la Justice et le

personnel d'agence de placement.

But : L'information a été utilisée pour évaluer

l'impact de cette politique et l'efficacité du

Bureau de résolution des conflits, ainsi que

formuler des recommandations à l'intention du

sous-ministre de la Justice.

Usages compatibles : Aucun usage

compatible.

Normes de conservation et de destruction :

Les données sont conservées pendant deux

ans après la dernière action administrative au

dossier, après quoi ils sont détruits.

No. ADD : 98/005

Renvoi au dossier # : JUS ADM 035

Enregistrement (SCT) : 004182

Numéro de fichier : JUS PPE 808

Système de gestion des salaires

Description : Le Système de gestion des

salaires est une banque de données contenant

des renseignements personnels sur les

employés du Ministère de la Justice. Cette

banque de données contient également des

renseignements sur chacun des postes au

date de la dernière action au dossier, après

quoil ils sont détruits.

No. ADD : 98/005

Renvoi au dossier # : JUS ADM 050

Enregistrement (SCT) : 004245

Numéro de fichier : JUS PPE 811

Gestion de carrière

Description : Le fichier contient des

renseignements fournis par les employés sur

leurs études, leur expérience de travail, leurs

aspirations de carrière, leur formation et leur

affectation ou nomination. Il contient également

d'autres renseignements tels que les résultats

obtenus lors de tests linguistiques et les cotes

d'évaluation de rendement.

Catégorie de personnes : Les avocats du

Ministère qui occupent des postes de niveaux

LA-2B et au-dessus.

But : Les renseignements recueillis servent à

faciliter la planification des ressources

humaines et la gestion de carrière.

Usages compatibles : Les renseignements

sont utilisés par les cadres supérieurs du

Ministère et par les employés du service du

personnel chargés de la planification des

ressources humaines.

Normes de conservation et de destruction :

Les renseignements seront conservés et mis à

jour jusqu'à ce que les avocats concernés

quittent le Ministère. Les renseignements seront

alors acheminés avec les dossiers de l'employé

à son nouveau ministère d'embauche ou aux

Archives nationales du Canada, selon les

circonstances.

No. ADD : 98/005

Renvoi au dossier # : JUS ADM 035

Enregistrement (SCT) : 003491

Numéro de fichier : JUS PPE 801

Grefte de la saisie-arrêt

Description : Ce fichier contient des

renseignements sur les employés faisant l'objet

d'un bref de saisie-arrêt qui a été décerné dans

la Région de la capitale nationale, en vertu de la

partie I de la Loi sur la saisie-arrêt et la

distraktion de pensions, et qui concerne une

dette de nature alimentaire ou commerciale.

Sont consignés dans ce fichier les ordonnances

des tribunaux, les brefs de saisie-arrêt ainsi que

des documents administratifs faisant état des

renseignements identifiant les personnes

concernées.

Catégorie de personnes : Ces

renseignements personnels peuvent être

partagés avec tous les ministères du

gouvernement fédéral qui emploient des

individus ou des contractuels assujettis à la Loi

sur la saisie-arrêt et la distraktion de pensions,

partie 1.

But : Permettre au ministère de la Justice de

s'acquitter de son obligation de veiller à

l'application de la Loi sur la saisie-arrêt et la

distraktion de pensions.

Usages compatibles : Ces renseignements

personnels peuvent être partagés avec tous les

ministères du gouvernement fédéral qui

emploient des individus ou des contractuels

assujettis à la Loi sur la saisie-arrêt et la

distraktion de pensions, partie 1.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant une

période de 21 ans après que le dossier est clos,

après quoi ils sont détruits.

No. ADD : 95/030

Renvoi au dossier # : JUS ADM 035

Enregistrement (SCT) : 03511

Numéro de fichier : JUS PPE 804

Inventaire des profils linguistiques et

professionnels

Description : Ce fichier contient des

renseignements au sujet des employés du

ministère de la Justice intéressés à participer à

des projets tant sur la scène nationale

qu'internationale et à des échanges avec les

partenaires des secteurs public et privé

(organismes non-gouvernementaux, autres

ministères, universités, etc.). Les

renseignements incluent les nom, section,

classification, numéros de téléphone et de

télécopieur au bureau, profil linguistique,

domaines de compétence, expérience au

niveau international et adhésion aux barreaux.

Catégorie de personnes : Les employés du

Ministère qui acceptent de faire partie de

l'inventaire.

But : L'information permet d'identifier des

candidats ayant des profils linguistiques et

professionnels précis pour participer à des

projets ou échanges.

Usages compatibles : Ces renseignements

sont utilisés pour assigner des employés du

Ministère à des projets, des activités ou des

événements ou leurs compétences seront

nécessaires, ou pour leur donner des

opportunités concernant leur carrière.

Normes de conservation et de destruction :

Le fichier est mis à jour périodiquement et les

noms des employés qui ont quitté le Ministère

sont alors rayés 2 ans après la date de la

dernière action au dossier, après quoi ils sont

détruits.

No. ADD : 98/005

Renvoi au dossier # : JUS ADM 035

Ministère de la Justice Canada

Chapitre 111

Fichiers de renseignements personnels particuliers

Base de données pour la vérification des réseaux électroniques

réseaux électroniques

Description : Ce fichier renferme des données

sur l'accès aux réseaux électroniques du

Ministère et sur leur utilisation, notamment sur

l'Internet et le réseau de courrier électronique.

Les systèmes techniques permettent

d'enregistrer automatiquement les sites Internet

consultés et les adresses de courrier

électronique utilisées. Ils permettent également

de saisir des données sur l'ordinateur dont

l'utilisateur s'est servi pour l'Internet et pour le

courrier électronique ainsi que sur l'utilisateur

lui-même. Le fichier journal porte le numéro du

protocole Internet (PI) de l'employé plutôt que

son nom. Il est toutefois possible, en cas de

besoin, d'indexer le numéro PI à l'aide d'un

renvoi au nom de la personne. Si l'on

soupçonne une mauvaise utilisation des

réseaux et qu'on fasse enquête à ce sujet, il se

peut qu'on surveille ou qu'on lise le contenu des

messages et des dossiers électroniques de

l'utilisateur et cela, à son insu.

Catégorie de personnes : Tous les utilisateurs

autorisés (notamment les gestionnaires, les

employés pour une durée indéterminée et

déterminée, les entrepreneurs et les personnes

embauchées par l'intermédiaire d'une agence

de placement temporaire), sauf les employés

des unités de services juridiques ministériels.

But : En raison des nécessités du service, les

réseaux font l'objet d'une vérification périodique

pour déterminer s'ils sont en bon état de

fonctionnement et cerner les problèmes à

résoudre. Par ailleurs, la Division de la sécurité

et des services administratifs demande de lui

fournir à certains moments les journaux du

serveur d'archivage électronique pour veiller à

ce que les mesures de sécurité soient

respectées.

Usages compatibles : Après analyse des

journaux ou à la suite d'une plainte, s'il est

raisonnable de croire qu'une personne utilise le

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Services de technologie de l'information

réseau à mauvais escient, l'affaire est portée à l'attention de la Division de la sécurité et des services administratifs, qui déterminera s'il y a lieu d'examiner la question plus avant et de prendre des mesures. Le ministère de la Justice a établi une politique sur l'utilisation des réseaux électroniques, dans laquelle on décrit les usages acceptables de l'Internet et du réseau de courrier électronique. Si un employé ne respecte pas la politique, la vérification servira de preuve documentaire dans le cas où il s'imposerait de prendre d'autres mesures. **Normes de conservation et de destruction :** Les documents doivent être conservés pendant deux ans après la dernière mesure administrative portée au dossier, après quoi ils sont détruits. **No. ADD :** 98/001 **Renvoi au dossier # :** JUS ADM 035 **Enregistrement (SCT) :** 004242 **Numéro de fichier :** JUS PPE 810

Données relatives à la comptabilisation du temps

Description : Cette banque de données

contient les relevés de temps indiquant les

heures consacrées au travail, ce à quoi elles

ont été consacrées, les heures de congé

consignées par les employés, ainsi que les

coûts associés aux travaux.

Catégorie de personnes : Les employés du

ministère de la Justice qui sont tenus de

comptabiliser leur temps.

But : Les renseignements contenus dans cette

banque de données servent à la gestion des

ressources, dont la planification, l'affectation et

la justification des ressources, la gestion de la

charge de travail et la facturation des clients.

Usages compatibles : Les gestionnaires

peuvent consulter cette banque pour confirmer

que les employés, pour rencontrer les

exigences du poste, comptabilisent leur temps

de façon appropriée. Ce renseignement est

utilisé comme un des critères d'évaluation de

rendement.

Normes de conservation et de destruction :

Les données sont gardées cinq années après la

Infrastructure Canada

Chapitre 109

Fichiers de renseignements personnels ordinaires

Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs

Évaluation du rendement
Formation et perfectionnement
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Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programmes d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Instituts de recherche en santé du Canada

Chapitre 110

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé
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Formation et perfectionnement
Griefs
Harcelement
Langues officielles
Mesures disciplinaires
Présences et congés

Renseignements personnels divulgués à des organismes d'enquête fédéraux
Description : Conformément au paragraphe 8(4) de la Loi sur la protection des renseignements personnels, ce fichier a été établi dans le but de conserver les copies des demandes de renseignements personnels présentées par des organismes d'enquête fédéraux autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules les demandes provenant d'organismes d'enquête dûment autorisés par la Loi sur la protection des renseignements personnels sont prises en considération, aux fins d'exécution des lois du Canada ou d'une province ou dans le cadre d'une enquête légale. **Catégorie de personnes :** Employés fédéraux ayant été le sujet d'une demande présentée par des organismes d'enquête fédéraux autorisés en vertu de la Loi.
But : Ce fichier a pour but de permettre au Commissaire à la protection des renseignements personnels d'examiner les communications de renseignements faites à un organisme d'enquête conformément à la Loi. **Usages compatibles :** Aucuns reportés **Normes de conservation et de destruction :** Les renseignements contenus dans ce fichier sont conservés pendant deux ans et sont ensuite transférés aux Archives nationales du Canada.
No. ADD : 98/001
Renvoi au dossier # : IC AIP 175
Enregistrement (SCT) : 002012
Numéro de fichier : IC PPE 801

Rétroaction des employées
Description : La base de données contient des renseignements portant, entre autres, sur les catégories d'emplois, la situation d'emploi et lieu de travail des employés du ministère. Cette base de données contient aussi les opinions ou les idées personnelles des employés sur la satisfaction qu'ils retirent de leur emploi et leur milieu de travail.
Catégorie de personnes : Employés d'Industrie Canada travaillant à la Direction générale du contrôle, dans la région de la capitale nationale.
But : La base de données a pour but d'appuyer les activités internes d'examen des programmes au sein de la Direction générale du contrôle, en particulier en ce qui a trait à l'efficacité de celle-ci au chapitre de la fourniture de ses produits et services. **Usages compatibles :** Les données servent à établir des statistiques utilisées par la Direction générale du contrôle pour évaluer le niveau

de satisfaction des employés et leur milieu de travail. Elles sont également utilisées aux fins de l'élaboration de politiques, de plans et de décisions opérationnelles.
Normes de conservation et de destruction : Les données sont conservées pour deux ans, après quoi, elles sont éliminées.
No. ADD : 98/005
Renvoi au dossier # : IC SCA 300
Enregistrement (SCT) : 003891
Numéro de fichier : IC PPE 813

Sondage auprès des employés
Description : Ce fichier contiendra des renseignements tels que la catégorie d'emploi, le lieu de travail, l'âge, et le sexe des employés fédéraux. Il contiendra aussi des opinions et des idées personnelles sur les différents aspects de l'environnement de travail tel que la communication interne, le leadership, le développement de carrière et le travail d'équipe.
Catégorie de personnes : Tous les employés du secteur du Spectre, technologies de l'information et télécommunications (STIT) d'Industrie Canada (approximativement 400) et les employés des bureaux régionaux d'Industrie Canada qui ont la responsabilité d'exécuter le mandat du STIT au niveau régional (approximativement 400).
But : Le but du fichier est d'appuyer un exercice de renouvellement de secteur du STIT. Cette initiative vise à améliorer l'environnement de travail dans son ensemble.
Usages compatibles : Les renseignements seront utilisés pour aider la gestion et le Conseil des employés du STIT à développer des initiatives et mettre en place des pratiques contribuant à améliorer l'environnement de travail.
Normes de conservation et de destruction : Les données seront conservées pour deux ans, après quoi elles seront éliminées.
No. ADD : 98/004
Renvoi au dossier # : IC SCA 300
Enregistrement (SCT) : 003955
Numéro de fichier : IC PPE 800

Fichiers de renseignements personnels ordinaires
Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion

Industrie Canada tel que décrit dans la section "description".

Usages compatibles : Aucuns reportés

Normes de conservation et de destruction :

Les données de plus de cinq ans sont archivées électroniquement mais sont accessibles en tout temps.

No. ADD : 98/005

Renvoi au dossier # : IC DRH 050

Enregistrement (SCT) : 004254

Numéro de fichier : IC PPE 815

Primes d'encouragement

Description : Le fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du régime des primes d'encouragement du gouvernement fédéral et divers programmes propres au Ministère. Ces renseignements peuvent comprendre des curriculum vitae, des évaluations de rendement, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la fonction publique, ainsi que des rapports complets concernant le programme de prime.

Catégorie de personnes : Employés de l'institution.

But : Le fichier a pour but d'identifier les personnes qui ont été nommées pour des primes.

Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés pour établir des précédents au sujet des primes et pour fournir une vérification à rebours concernant les dépenses de fonds.

Normes de conservation et de destruction : Les dossiers sont conservés pendant six ans et sont ensuite détruits.

No. ADD : 98/005

Renvoi au dossier # : IC DRH 050

Enregistrement (SCT) : 002561

Numéro de fichier : IC PPE 812

Programme d'affectation

Description : La banque de données peut contenir des curriculum vitae, des évaluations, des accords d'affectation, des renseignements sur les entrevues, des résultats de présentations, des demandes d'employés en vue d'obtenir des formulaires d'affectation et de la correspondance générale.

Catégorie de personnes : Les employés du gouvernement fédéral qui ont demandé une affectation au Ministère.

But : Les renseignements seront utilisés pour constituer un répertoire des employés qui sont intéressés à obtenir une affectation.

Usages compatibles : Les renseignements sont utilisés pour déterminer, aux fins de présentation, les employés qui sont intéressés à obtenir un affectation.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de deux après la fin du processus d'affectation.

No. ADD : 98/005

Renvoi au dossier # : IC DRH 050

Enregistrement (SCT) : 002905

Numéro de fichier : IC PPE 803

Programme de médiateur

Description : Ce fichier contient des demandes faites par les employés(es) concernant la possibilité de faire des changements ou des investigations dans des situations de travail. L'information consistera des noms de demandeurs, de collègues ou de superviseurs.

Catégorie de personnes : Employés du ministère.

But : Ce fichier sert à donner au médiateur des renseignements pour investiguer des allégations ou des situations et recommencera ou servira d'intermédiaire de solutions où possible. Ce processus se fera à l'extérieur des procédures de grief/d'appel habituel.

Normes de conservation et de destruction : La conservation et destruction de ce fichier sont à définir.

Renvoi au dossier # : IC DCM 350

Enregistrement (SCT) : 003003

Numéro de fichier : IC PPE 808

Remboursement d'employé

Description : La Banque d'information personnelle contiendra les noms des employés ainsi que leurs adresses de domicile.

Catégorie de personnes : Employés du ministère.

But : Fournir les noms et adresses postales des employés du ministère afin que les chèques de remboursement de dépenses soient postés directement aux résidences par Travaux publics et Services gouvernementaux Canada.

Usages compatibles : Ce fichier de renseignements est visé pour l'usage interne seulement. On ne prévoit aucun couplage des données.

Normes de conservation et de destruction : Les dossiers seront retenus pendant six ans puis détruits.

No. ADD : 99/004

Renvoi au dossier # : IC SCA 300

Enregistrement (SCT) : 003218

Numéro de fichier : IC PPE 806

Base de données de vérification des visites

sur Internet

Description : La banque renferme des

renseignements sur l'accès à Internet par le

truchement du réseau ministériel d'industrie

Canada, plus particulièrement sur les sites

Internet visités par les employés du Ministère.

La base de données indique les sites Internet

visités sur Internet, ainsi que l'adresse IP de

l'employé. Le nom même de la personne ne

figure pas dans la base de données, mais

l'adresse IP peut y renvoyer au besoin.

Catégorie de personnes : Tous les employés

du Ministère.

But : La banque a pour but de permettre une

vérification rétrospective des sites Internet

visités sur l'Internet par les employés d'industrie

Canada. Le Ministère a établi une politique sur

l'utilisation d'Internet dans laquelle sont

énoncées les utilisations acceptables d'Internet

par le personnel. Si un employé enfreint les

dispositions de la politique, la vérification servira

à étayer, au besoin, la prise des mesures

nécessaires.

Usages compatibles : Les renseignements

que contient la banque seront fournis à la

demande du service de sécurité d'industrie

Canada. Ces renseignements sont

communiqués au service de sécurité d'industrie

Canada lorsque ce dernier a des raisons

suffisantes de croire qu'un employé d'industrie

Canada a utilisé Internet à mauvais escient.

Normes de conservation et de destruction :

Les renseignements figurant dans la base de

données de vérification sont conservés pendant

une période de deux ans. Ils sont ensuite

détruits.

No. ADD : 98/001

Renvoi au dossier # : IC SO 605

Enregistrement (SCT) : 003979

Numéro de fichier : IC PPE 816

Cartes de voyage personnelles Amex

Description : Ce fichier contient les formulaires

de demandes de cartes Amex.

Catégorie de personnes : Employés du

Ministère.

But : Ce fichier sert à fournir une carte de crédit

personnelle parrainée par le gouvernement aux

employés qui voyagent fréquemment afin

d'acquitter des frais de voyage.

Usages compatibles : Les rapports d'activité

mensuels sont utilisés afin de déterminer si les

paiements sont effectués à la date d'échéance.

Ils sont aussi utilisés dans le but d'identifier les

comptes sérieusement en retard lorsqu'Amex

demande de l'aide dans le recouvrement d'un

compte.

Normes de conservation et de destruction :

Les formulaires de demandes sont conservés

pour deux ans après le dernier usage de la

carte et ensuite détruits.

No. ADD : 99/004

Renvoi au dossier # : IC SCA 300

Enregistrement (SCT) : 002562

Numéro de fichier : IC PPE 811

Développement — cadres supérieurs

Description : Le fichier contient des

renseignements fournis par les employés sur

leurs études, leur expérience de travail, leurs

aspirations de carrière et leur formation. Il

contient également des renseignements tels

que leur date de naissance, la langue officielle

qui est leur langue maternelle, les résultats

obtenus suite à des tests linguistiques et les

cotes d'évaluation de rendement.

Catégorie de personnes : Les employés du

Ministère qui occupent des postes dans la

catégorie de la haute direction, ainsi que ceux

des niveaux EX-1 et EX-2.

But : Le fichier vise à faciliter la planification

des ressources humaines et des carrières.

Usages compatibles : Les renseignements

seront utilisés par les cadres supérieurs du

Ministère et par les employés du service du

personnel qui s'occupent de planification des

ressources humaines.

Normes de conservation et de destruction :

Les dossiers seront conservés et mis à jour

jusqu'à ce que les employés en question

quittent le Ministère, ils seront alors détruits ou

deux ans après la dernière action

administrative.

No. ADD : Non disponible en ce moment.

Renvoi au dossier # : IC DRH 050

Enregistrement (SCT) : 002711

Numéro de fichier : IC PPE 810

Peoplesoft/HRMS

Description : Cette banque de données

contient l'information suivante : Secteur,

Direction générale, nom, CDP, sexe, première

langue officielle, classification et lieu de travail.

Il s'agit d'un système de gestion des ressources

humaines automatisé qui contient des données

sur la gestion des postes et des décisions de

classification, gestion des priorités, gestion de la

affectations, gestion des relations de travail,

langues officielles, équité en matière d'emploi,

remunération et congé.

Catégorie de personnes : Tous les employés

d'Industrie Canada.

But : Gestion des ressources humaines à

Fichiers de renseignements personnels centraux

Dossiers en matière de conflits d'intérêts

Description : Ce fichier contient des

renseignements relatifs aux activités privées,

aux biens et aux exiguïtés des personnes

visées par le Code régissant la conduite des

titulaires de charges publiques en ce qui

concerne les conflits d'intérêts et

l'après-mandat.

Catégorie de personnes : Les

lieutenants-gouverneurs, les ministres, leur

personnel exclu, les secrétaires parlementaires,

les personnes nommées par le gouverneur en

conseil et toutes les personnes nommées à une

charge à plein temps par un ministre qui sont ou

ont été assujettis au Code.

But : Le fichier a pour objet de réunir de

l'information relative à la mise en application du

Code régissant la conduite des titulaires de

charges publiques en ce qui concerne les

conflits d'intérêts et l'après-mandat.

Usages compatibles : Les données peuvent

servir à établir des précédents dans la mise en

application des directives en matière de conflits

d'intérêts et de l'après-mandat et à extraire une

partie des renseignements qui seront versés et

maintenus dans un registre public

(<http://strategis.gc.ca/SSGF/oe00001f.html>)

tel qu'énoncé dans le Code.

Normes de conservation et de destruction :

Les données sont en général conservées pour

une période de deux ans après que la personne

a cessé d'être titulaire d'une charge publique.

No. ADD : 98/001

Renvoi au dossier # : IC BCE 250

Enregistrement (SCT) : 000130

Numéro de fichier : IC PCE 730

Rétroaction des clients et de la collectivité

Fonctionnelle

Description : La base de données contient des

renseignements portant, entre autres, sur les

catégories d'emplois, la situation d'emplois et

lieu de travail des employés du gouvernement

fédéral. Cette base de données contient aussi

les opinions ou les idées personnelles sur la

satisfaction de la clientèle.

Catégorie de personnes : Employés

d'Industrie Canada de tous les coins du pays

sélectionnés au hasard, employés d'autres

ministères fédéraux comme le Secrétariat du

Fichiers de renseignements personnels particuliers

Banque de mentors

Description : Cette banque contient des

informations personnelles sur les employés

telles leur curriculum vitae, le type d'aide qu'ils

préfèrent offrir ou qu'ils recherchent et les

groupes d'employés avec lesquels ils préfèrent

agir. L'information est recueillie à l'aide d'un

questionnaire et/ou au cours d'un entrevue.

Catégorie de personnes : Tous les employés

du ministère.

But : Ce fichier a pour but de coordonner le

programme de mentorat du ministère.

Usages compatibles : L'information recueillie

sera utilisée pour maximiser la compatibilité

entre les mentors et les protégés.

Normes de conservation et de destruction :

Le dossier sera maintenu aussi longtemps que

l'employé senior est actif dans le programme et

mentorat ou deux ans après la dernière action

administrative et ensuite détruit.

No. ADD : 98/005

Renvoi au dossier # : IC DHR 050

Enregistrement (SCT) : 003668

Numéro de fichier : IC PPE 807

tableau complet de la répartition des membres par groupes cibles (p. ex. autochtones, personnes handicapées) et des membres appartenant à des minorités visibles. Ces renseignements permettent de connaître le profil du personnel, des membres, et des postulants, de connaître le taux de participation des membres de groupes désignés par rapport aux membres des autres groupes, et d'établir des objectifs touchant la participation des minorités visibles à la GRC en conformité avec la loi de l'équité en matière d'emploi.

Usages compatibles : Les renseignements seront utilisés à des fins institutionnelles dans le cadre du programme d'équité en matière d'emploi du gouvernement en vue de relever et de supprimer toute forme de discrimination systémique au chapitre de l'emploi et d'adopter des mesures permettant d'assurer la participation et la représentation équitable des groupes cibles à la Gendarmerie. Ces renseignements peuvent être utilisés à des fins de réglementation et de planification touchant l'équité en matière d'emploi ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

Normes de conservation et de destruction : Les renseignements peuvent se trouver dans des dossiers ou dans un système informatique tel que le système SIGRH (information sur la gestion des ressources humaines). Les dossiers sont conservés au moins trois ans après la date de la dernière correspondance.

No. ADD : 98/005
Renvoi au dossier # : GRC ADM 002
Enregistrement (SCT) : 002103
Numéro de fichier : GRC PPE 818

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 98/005
Renvoi au dossier # : GRC GRC 925
Enregistrement (SCT) : 001018
Numéro de fichier : GRC PPE 806

Employés civils temporaires
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés civils temporaires. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les certificats d'habilitations sécuritaires ou relatives à la fiabilité, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

Catégorie de personnes : Personnes qui ont postulé et obtenu un emploi d'employé civil temporaire au sein de la GRC.

But : Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre du processus d'engagement des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi.

Usages compatibles : Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la

continuation du service. Il peut également servir aux fins de la recherche, de la planification de l'évaluation et des statistiques. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

Normes de conservation et de destruction : Les dossiers contenus dans ce fichier sont conservés au quartier général de la division d'affectation des sujets durant une période minimale d'une année civile suivant la cessation d'emploi, et ensuite, on les transmet au Centre national des documents du personnel des Archives nationales du Canada où on les conserve jusqu'à ce que le sujet du dossier atteigne l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé.

No. ADD : 2000/30
Renvoi au dossier # : GRC GRC 918
Enregistrement (SCT) : 001022
Numéro de fichier : GRC PPE 810

Programme d'équité en matière d'emploi
Description : Ce fichier contient des renseignements personnels sur les membres réguliers, civils, et spéciaux, ainsi que sur les postulants de la GRC. Il permet d'évaluer la participation des minorités visibles conformément au paragraphe 16(1) de la Loi canadienne sur les droits de la personne (programme spécial). Les renseignements indiquent si les membres et postulants sont autochtones, de race blanche ou d'une autre race ; leur origine ethnique ; leurs incapacités. Les renseignements se rapportant au programme d'équité en matière d'emploi seront conservés à la Direction générale à Ottawa et ils seront accessibles uniquement aux personnes affectées aux programmes d'équité en matière d'emploi. Outre ce qui est demandé sur la formule de renseignements personnels, les membres doivent donner leur nom complet et leur numéro de matricule. Les postulants doivent donner leur nom complet ainsi que les civils et membres spéciaux ainsi que les postulants de la GRC.

But : Ces données servent à dresser un

jusqu'au moment où le sujet atteint l'âge de 70 ans. Les dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance sont conservés par la GRC pour une période de six ans après le paiement final et pour une période de deux ans si la demande n'est pas acceptée. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 98/005
Renvoi au dossier # : GRC GRC 925
Enregistrement (SCT) : 001018
Numéro de fichier : GRC PPE 806

Employés civils temporaires
Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés civils temporaires. Ces renseignements donnent un aperçu chronologique de la carrière de ces personnes au sein de la Gendarmerie. Ils englobent notamment les demandes d'emploi, les certificats d'habilitations sécuritaires ou relatives à la fiabilité, le traitement, les évaluations et les notes de service indiquant les raisons de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont servi afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

Catégorie de personnes : Personnes qui ont postulé et obtenu un emploi d'employé civil temporaire au sein de la GRC.

But : Ce fichier a pour but de consigner des renseignements qui ont été compilés dans le cadre du processus d'engagement des employés civils temporaires. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi.

Usages compatibles : Ce fichier est utilisé pour prendre des décisions concernant l'engagement, la solde, les affectations et la

CNDS ou du personnel des SSR-D, des circonstances exceptionnelles le justifient afin d'assurer la sécurité du public ou de confrères ; l'information peut aussi être révélée à des médecins ou psychologues appointés à une commission médicale et à un médecin pour assurer la continuité d'un traitement et au responsable du programme dentaire. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification de l'évaluation et des statistiques ainsi que pour le couplage des données avec les systèmes SIGRH, FARS et SISS de la GRC. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

Normes de conservation et de destruction :

Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30

Renvoi au dossier # : GRC GRC 922

Enregistrement (SCT) : 001020

Numéro de fichier : GRC PPE 808

Dossiers sur la solde et les indemnités des membres de la GRC

Description : Ce fichier contient des renseignements qui donnent un aperçu chronologique de la solde du membre, des allocations, des heures supplémentaires, des retenues, des dossiers de demande de renseignements sur la Caisse Fiduciaire de Bienfaisance et autres sujets pertinents, y compris la correspondance envoyée au ministère des Travaux publics et services gouvernementaux Canada qui s'occupe du fonctionnement du système de paye. Le numéro d'assurance sociale est utilisé et conservé dans ce fichier à la demande de Revenu Canada. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et ils doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements

auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le Système de frais pour les logements de possession gouvernementale.

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme employés autre que les employés de la

Fonction Publique.

But : Ce fichier a pour but de consigner des renseignements qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux. Une liste des destinataires est maintenue de concert avec le ministère des Travaux publics et services gouvernementaux Canada pour raison de pension. Le numéro d'assurance sociale est utilisé pour les gains et déductions qui doivent apparaître sur les formulaires T-4 et Relevé 1. Cette information est éventuellement transmise à Santé et Bien-être Social Canada pour l'administration du Régime de pensions du Canada. L'information de cette banque de données est fournie à la compagnie contractuelle dans le but de l'administration des régimes de retraite et d'assurance. On donne à cette information la protection requise telle qu'exigée par la GRC et est comprise dans les clauses du contrat.

Usages compatibles : Ces renseignements sont utilisés aux fins de la vérification, de la recherche, de la planification, de l'évaluation et des analyses statistiques et peut aussi servir pour le couplage des données dans les fichiers suivants : GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; Zyindex, un système d'exploitation utilisé pour verser des données suite à des demandes de réclamation. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction :

Les dossiers de la solde sont conservés

fonctions policières à l'étranger. Les renseignements contenus dans ce fichier donnent un aperçu de l'histoire médicale du membre alors qu'il était à l'emploi de la GRC ou après son licenciement, s'il continue à recevoir des traitements médicaux aux frais de l'État. Les renseignements portent en outre sur le dossier médical des personnes affectées à des fonctions policières à l'étranger. Les dossiers médicaux contiennent de la correspondance, des rapports et des formules se rapportant à l'hospitalisation, aux traitements chirurgicaux, médicaux et dentaires, aux évaluations psychiatriques et psychologiques, résultats des épreuves de condition physique et des résultats, aux services rendus en vertu du programme d'assistance aux membres, et la catégorie médicale de ces derniers, ainsi que des rapports portant sur les blessures subies et les maladies contractées en cours de service. On peut aussi y trouver des renseignements sur l'état de santé de la famille immédiate ou des proches parents du membre. On peut trouver le numéro d'assurance sociale dans les dossiers médicaux ou les documents reçus du Centre médical de la Défense nationale au sujet des membres qui ont reçu des soins ou des traitements médicaux de cet organisme. Afin d'avoir accès à ce fichier, les membres doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels, et indiquer leur nom, prénoms et numéro matricule, ainsi que leur numéro d'insigne ou leur numéro d'emploi de la fonction publique. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. On peut trouver aussi des renseignements médicaux dans le répertoire de renseignements personnels au chapitre Affaires des anciens combattants.

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils, leurs familles immédiates et leurs proches parents.

But : Ce fichier a pour but d'établir si les membres réguliers, membres spéciaux ou membres civils et les personnes qui sont affectées à des fonctions policières à l'étranger ou qui ont demandé à l'être sont aptes à exécuter leurs fonctions et pour formuler des recommandations touchant les affectations, ou la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Ces renseignements peuvent également être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques. On se sert des renseignements sur la famille et les proches parents en vue d'établir la pertinence d'une affectation dans certaines régions lorsque les personnes accompagnent le membre, ou pour accorder des affectations pour raisons de famille fondées sur l'état de santé. Les informations médicales serviront à déterminer si les personnes sont aptes à être affectées à des fonctions policières à l'étranger. Le numéro d'assurance sociale n'est ni exigé ni utilisé par la GRC. Toutefois, le centre médical de la Défense nationale s'en sert pour identifier le patient et pour la comptabilité.

Usages compatibles : L'Officier responsable du Centre national de décisions des services de santé (CNDSS) ou le personnel des services de santé régionaux ou divisionnaire (SSR-D) se servent de ces dossiers pour établir si les membres réguliers et civils sont aptes à exécuter leurs fonctions, y compris des fonctions policières à l'étranger et pour formuler des recommandations touchant les affectations, l'avancement ou le service continu dans les cas où la santé physique ou mentale de ces derniers est un facteur déterminant ainsi que l'admissibilité aux congés de maladie et aux prestations d'assurance. Ils fournissent également un dossier complet de la santé physique et mentale, des blessures et du traitement qui, autrement, ne pourrait être mis à la disposition des médecins et dentistes en raison de la mobilité des membres de la GRC. Ils peuvent également être utilisés au chapitre des indemnités d'incapacité relativement à des blessures ou à un décès survenus au cours de service en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC ou de l'article 5 de la Loi sur la continuation des pensions de la GRC et ils peuvent servir à établir la pertinence d'une affectation lorsque l'état de santé est un facteur à considérer. L'information peut être révélée à un commandant ou à l'officier approprié si, selon l'opinion de l'officier responsable du

plaintes du public qui entraînent des mesures disciplinaires contre un membre et peuvent être conservées dans le fichier GRC PPU 085 ; les décisions des tribunaux et les appels, la documentation concernant la mauvaise conduite présumée, la documentation relative au licenciement obligatoire résultant de mauvaise conduite et des infractions criminelles, y compris les comités, les audiences et les décisions. La documentation relative au licenciement obligatoire pour des raisons autres que l'inconduite et les infractions criminelles peut être conservée dans le fichier GRC PPE 801 Dossiers d'évaluation de rendement des membres de la GRC ou le fichier GRC PPE 802 (Dossiers de service des membres de la GRC.) Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS).

Catégorie de personnes : Membres réguliers, membres spéciaux et membres civils qui ont été ou sont présentement à l'emploi de la Gendarmerie et qui ont été l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite.

But : Ce fichier a pour but de consigner des renseignements afin de prendre des décisions concernant les suspensions, les réprimandes, les avertissements, les peines du tribunal de service, les sanctions d'un comité d'arbitrage, mesures disciplinaires graves ou simples, les amendes, les faiblesses, les licenciements, les rétrogradations, les affectations, l'avancement, le service continu, les appels, les poursuites criminelles et civiles, les enquêtes, l'admissibilité au traitement médical et les pensions.

Usages compatibles : Le Comité externe d'examen de la GRC et la Commission des plaintes du public contre la GRC peuvent utiliser ces renseignements pour s'enquérir d'un grief

ou enquêter sur une plainte contre la GRC ou un de ses membres. Les mesures disciplinaires prises contre un membre de la GRC suite à une plainte de harcèlement peuvent être divulguées au plaignant lors de plainte fondée. Ces renseignements peuvent aussi être utilisés pour la recherche, la planification, l'évaluation et l'analyse. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi) ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH).

Normes de conservation et de destruction : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30

Renvoi au dossier # : GRC GRC 926

Enregistrement (SCT) : 001017

Numéro de fichier : GRC PPE 805

Dossiers médicaux des membres de la GRC et d'autres personnes demandant une affectation à des fonctions policières à l'étranger

Description : Ce fichier renferme des renseignements personnels sur les personnes qui ont été ou qui sont actuellement à l'emploi de la GRC comme membres réguliers, membres spéciaux ou membres civils ainsi que sur d'autres personnes affectées à des

nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30

Renvoi au dossier # : GRC GRC 926

Enregistrement (SCT) : 001016

Numéro de fichier : GRC PPE 804

Dossiers d'évaluation de rendement des membres de la GRC

Description : Ce fichier renferme des renseignements qui donnent un aperçu du rendement du membre au travail. Il contient les documents suivants, rapports d'entrevues, appréciations de rendement, conseils et orientation fournis, les citations, les médailles, les avis d'erreur et les documents pertinents des copies de demandes de formation, les résultats d'examen, et les relevés de paiement lorsque la formation est identifiée dans le RERR

Ce fichier contient également de la documentation dans le cas où un membre de la GRC est licencié ou rétrogradé pour motif de rendement insatisfaisant. Les évaluations faites à la suite de la formation peuvent aussi être conservées dans le fichier GRC PPU 080. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements

personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande.

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve.

But : Ce fichier a pour but de consigner des renseignements afin de prendre des décisions relatives à la formation, la mutation, à l'avancement, la rétrogradation, l'aide aux employés, aux affectations et à la fin de l'emploi.

Usages compatibles : Ces renseignements peuvent également être utilisés au chapitre de la recherche, de la planification, de l'évaluation et des analyses statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 802

(Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générales) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

Normes de conservation et de destruction : Les dossiers sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30

Renvoi au dossier # : GRC GRC 918

Enregistrement (SCT) : 001013

Numéro de fichier : GRC PPE 801

Dossiers disciplinaires des membres de la GRC

Description : Ce fichier renferme des renseignements personnels sur les membres réguliers, les membres spéciaux et les membres civils qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada et qui ont fait l'objet de mesures disciplinaires ou qui ont fait preuve de mauvaise conduite. Les dossiers disciplinaires peuvent contenir les rapports d'enquête relative au Code de déontologie en vertu de la Partie IV de la Loi sur la GRC qui justifient les mesures disciplinaires prises à l'égard du membre ; les réprimandes, les avertissements, les rapports de tribunaux de services et de comités d'arbitrage, les mesures disciplinaires simples et graves, les appels, les comités et toute la documentation pertinente ; les suspensions, les décisions annulées, les dossiers relatifs aux infractions statutaires commises par des membres y compris les enquêtes relatives aux

pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande. **Catégorie de personnes :** Personnes qui ont postulé un emploi et travaillé à la Gendarmerie en qualité d'employés municipaux. **But :** Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre du processus d'engagement des postulants à un poste d'employé municipal à la GRC. Le numéro d'assurance sociale est utilisé pour la tenue des relevés comptables d'emploi. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant l'engagement et la continuation du service. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaires et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH).

Normes de conservation et de destruction : Les dossiers que contient ce fichier sont conservés par le service desservi durant la période d'emploi et sont retournés à la municipalité deux ans après la cessation d'emploi.

No. ADD : 2000/30
Renvoi au dossier # : GRC GRC 918
Enregistrement (SCT) : 001023
Numéro de fichier : GRC PPE 811

Dossiers des griefs des membres de la GRC
Description : Ce fichier renferme des renseignements sur les griefs présentés par des membres réguliers, des membres spéciaux ou des membres civils de la GRC. Il renferme aussi les réponses aux griefs et leur règlement définitif. Pour avoir le droit de consulter les dossiers qui les concernent, les intéressés doivent se conformer aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et doivent également y indiquer leur nom, prénoms et numéro matricule. Les membres actifs doivent aussi indiquer leur division. Les personnes qui

veulent obtenir des renseignements particuliers doivent indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans des systèmes tels que le système de soutien bureaucratique de la GRC (ROSS).

Catégorie de personnes : Membres réguliers ou civils de la GRC qui ont présenté des griefs concernant un aspect quelconque de leur service.

But : Ce fichier a pour but de consigner des renseignements qui sont utilisés par la GRC afin de résoudre les griefs et les appels qui ont été formulés en vertu de la partie III de la Loi sur la GRC ou en vertu d'une autre procédure révisée par cette partie.

Usages compatibles : Ces renseignements peuvent également être utilisés aux fins de la recherche, de la formation, de la planification, de l'évaluation et des statistiques et par le Comité externe d'examen de la GRC dans le cadre des griefs. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Cette information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH).

Normes de conservation et de destruction : Les dossiers contenus dans ce fichier sont supprimés cinq ans après le règlement des griefs. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives

également retenus à la Direction générale et aux divisions sur les individus qui ont réussi avec succès le cours d'infiltration et obtenu de la Direction générale un numéro de code. Si vous désirez avoir accès à ces dossiers, veuillez indiquer si vous avez reçu une formation comme agent d'infiltration ou un numéro de code. De plus, indiquez dans quelle division ou dans quel service les dossiers sont retenus. Les renseignements contenus dans ce fichier peuvent être conservés dans des dossiers ou encore sous forme automatisée, par exemple, dans un système tel que le système de soutien bureaucratique de la GRC (ROSS).

Catégorie de personnes : Personnes qui ont été ou qui sont actuellement à l'emploi de la Gendarmerie royale du Canada comme membres réguliers, membres spéciaux, membres civils ou membres de la réserve.

But : Ce fichier a pour but de consigner des renseignements, y compris les numéros d'assurance sociale qui sont utilisés au niveau de l'administration interne de la Gendarmerie royale du Canada et de son régime d'avantages sociaux.

Usages compatibles : Ces renseignements peuvent être utilisés aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation de rendement des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC) ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi) Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements sont transmis au ministère des Approvisionnements et Services pour ce qui est des fonds de pension et des demandes d'indemnités d'assurance. Ces dossiers sont

conservés dans les fichiers de renseignements personnels du ministère des Approvisionnements et Services. Ils peuvent également être utilisés pour justifier les demandes d'indemnités pour incapacité en cas de blessure ou de décès survenu en cours de service, en vertu de l'article 27 de la Loi sur la pension de retraite de la GRC, ou de l'article 5 de la Loi sur la continuation des pensions de la GRC. Les évaluations concernant les pensions pour incapacité ou décès sont conservées dans les fichiers de renseignements personnels du ministère des Affaires des anciens combattants et doivent être consultées par l'entremise de ce ministère. Cette d'information peut être reliée avec le Système d'information sur la gestion des ressources humaines (SIGRH)

Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont conservés au moins jusqu'à ce que le sujet ait atteint 100 ans. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30

Renvoi au dossier # : GRC GRC 918

Enregistrement (SCT) : 001014

Numéro de fichier : GRC PPE 802

Dossiers des employés municipaux à l'emploi de la GRC

Description : Ce fichier renferme des renseignements personnels sur les employés municipaux qui travaillent ou qui ont travaillé pour la Gendarmerie royale du Canada aux termes d'une entente contractuelle avec la municipalité concernée. Ces renseignements donnent un aperçu chronologique de la carrière de la personne au sein de la Gendarmerie royale du Canada. Ils englobent notamment les formules relatives à l'emploi, les certificats d'habilitation sécuritaire ou relatifs à la fiabilité, le traitement initial, les certificats de paye, les demandes d'augmentation salariale, les dossiers des congés de maladie ou de congé, et les évaluations et notes de service stipulant la raison de la cessation d'emploi. Le numéro d'assurance sociale est obtenu en vertu de la Loi sur l'administration financière. Les personnes qui veulent le consulter doivent satisfaire aux exigences qui figurent sur le formulaire de demande d'accès à des renseignements personnels et indiquer également leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements

Normes de conservation et de destruction :

Les dossiers conservés au sein de la division doivent être détruits lorsque le membre est

muté à une autre division. Les dossiers

conservés à la Direction générale doivent être

détruits deux années civiles après la date de la

cessation d'emploi à la GRC.

No. ADD : 98/005

Renvoi au dossier # : GRC ADM 002

Enregistrement (SCT) : 002102

Numéro de fichier : GRC PPE 815

Dossiers administratifs généraux de la GRC

Description : Ce fichier renferme des dossiers

et de la correspondance connexe sur

l'acquisition, la distribution et l'élimination des

uniformes et de l'équipement de la GRC,

l'enregistrement des armes réglementaires, les

cartes de circulation et les permis de

stationnement. Il contient en outre d'autres

renseignements sur divers sujets où la GRC

peut accorder ou refuser certains avantages ou

privilèges. En raison de la nature des dossiers

administratifs généraux, les données contenues

dans ce fichier ne sont pas toujours répertoriées

sous le nom d'une personne en particulier. En

plus de se conformer aux exigences indiquées

sur la formule de demande d'accès à des

renseignements personnels, les personnes

doivent donner suffisamment de détails

concernant leur premier contact avec la GRC, y

compris la date approximative, le lieu, le

numéro matricule et la nature de l'avantage ou

du privilège concerné. Les membres actifs

doivent indiquer l'endroit où les renseignements

auxquels ils désirent avoir accès peuvent être

conservés.

Catégorie de personnes : Personnes qui sont

ou qui ont été à l'emploi de la Gendarmerie

royale du Canada en vertu d'un contrat de

service.

But : Ce fichier a pour but de consigner des

renseignements qui sont utilisés au niveau de

l'administration interne de la Gendarmerie

royale du Canada.

Usages compatibles : Ces renseignements

peuvent également servir aux fins de la

recherche, de la planification, de l'évaluation et

des analyses statistiques et servir pour le

couplage de données dans les fichiers suivants

: GRC PPE 806 (Dossiers sur la solde et les

indemnités des membres de la GRC) ainsi que

dans les systèmes d'entretien d'équipements et

parade comme répertoire. Toutes les liaisons

concernant l'administration des ressources

humaines et des plans de rémunération sont

conformes aux dispositions de la Loi sur la

Normes de conservation et de destruction :

Les dossiers sont conservés au moins deux ans

après la date de la dernière correspondance.

Dans le cas du dossier sur les effets et

équipements, les dossiers sont conservés pour

une période de douze mois après la date de la

transaction et conservés sur ruban d'appui pour

une période additionnelle de quatre ans.

Lorsque le dossier est désigné comme ayant

une valeur archivistique ou historique, il est

transféré sous le contrôle des Archives

nationales du Canada ; lorsque le dossier n'est

pas ainsi désigné, il est détruit.

No. ADD : 98/001.

Renvoi au dossier # : GRC GRC 918

Enregistrement (SCT) : 001019

Numéro de fichier : GRC PPE 807

Dossiers de service des membres de la GRC

Description : Ce fichier renferme des

renseignements qui donnent un aperçu

chronologique de la carrière du membre. Les

dossiers contiennent les documents relatifs aux

demandes d'emploi et d'engagement, les

résultats du programme de formation de base

des recrues (système informatique LAN),

évaluations faites suite à la formation,

recommandations en vue d'une promotion ou

d'une mutation, les avis de mutation et de

changement, les certificats personnels, des

renseignements sur les assurances, les

déclarations de blessures et d'incapacité des

membres et des témoins, les pensions, les

lettres de nomination et de licenciement,

créances à recouvrer, les mutations pour

raisons personnelles, résultats d'évaluation de

la langue seconde, profil linguistique, le

certificat de triage sécuritaire ainsi que le

numéro d'assurance sociale (NAS), obtenu des

lois fédérales, pour l'administration du Régime

de pensions du Canada, de la Loi sur

l'assurance-emploi et de la Loi de l'impôt sur le

revenu. Pour avoir le droit de consulter les

dossiers qui les concernent, les intéressés

doivent se conformer aux exigences qui figurent

sur le formulaire de demande d'accès à des

renseignements personnels et doivent

également indiquer leur nom, prénoms et

numéro matricule. Les membres actifs doivent

indiquer l'endroit où les renseignements

auxquels ils désirent avoir accès peuvent être

conservés. Les personnes qui veulent obtenir

des renseignements particuliers doivent

indiquer les documents qu'elles désirent

consulter afin de faciliter l'acheminement de leur

demande. Des dossiers supplémentaires sont

No. ADD : 2000/30
Renvoi au dossier # : GRC GRC 918
Enregistrement (SCT) : 001021
Numéro de fichier : GRC PPE 809

Dossiers relatifs au Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et l'après-mandat
Description : Ce fichier contient les demandes de participation à des activités extérieures selon les Consignes du Commissaire. Également inclus sont les rapports d'enquêtes et la correspondance concernant les conflits réels ou potentiels, entre les intérêts privés et les fonctions et responsabilités officielles du membre.
Catégorie de personnes : Tous les membres de la GRC.

But : Ce fichier a pour but de relever les situations de conflits d'intérêts réels ou potentiels chez les membres de la G.R.C., de consigner les conflits d'intérêts potentiels. **Usages compatibles :** Les renseignements servent à régler les situations de conflits d'intérêts réels ou potentiels et à appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. Ils permettent aux agents désignés de déterminer si un ancien membre respecte les mesures d'observation de l'après-mandat qui lui sont applicables. Cette mesure influe sur la capacité du membre quant à sa façon de traiter avec l'ancien membre. On peut aussi se servir de cette information pour le couplage des données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ; GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 (Dossiers d'évaluation du rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de la GRC) ; GRC PPE 803 (Dossiers relatifs aux débats des comités d'avancement des membres de la GRC ; GRC PPE 804(Dossiers des griefs des membres de la GRC) ; GRC PPE 805 (Dossiers disciplinaires des membres de la GRC ; GRC CMP PPU 085 (Plaintes contre la GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers sur la solde et les indemnités des membres de la GRC) ; GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. Cette d'information peut être reliée avec le système d'information sur la gestion des ressources humaines (SIGRH).
Normes de conservation et de destruction : Les dossiers que contient ce fichier sont conservés pendant sept ans suivant la cessation d'emploi ou pendant deux ans suivant la date de la dernière pièce de correspondance, selon la plus longue de ces deux périodes. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

portent sur l'embauche, le service et la cessation d'emploi des auxiliaires de police de la GRC. Le fichier peut aussi contenir des rapports d'activités et d'appréciation, ainsi que les certificats d'habilitation sécuritaire ou relatifs à la fiabilité. Les personnes qui veulent consulter ce fichier doivent satisfaire aux exigences qui figurent sur la formule de demande d'accès à des renseignements personnels et indiquer leur nom, prénoms, date de naissance, genre de travail et l'endroit où elles ont travaillé afin d'obtenir des renseignements pertinents. Les membres actifs doivent indiquer l'endroit où les renseignements auxquels ils désirent avoir accès peuvent être conservés. Les personnes qui désirent obtenir des renseignements particuliers doivent préciser les documents qu'elles veulent consulter afin de faciliter l'acheminement de leur demande.

Catégorie de personnes : Personnes qui ont postulé et obtenu un emploi d'auxiliaire de police.
But : Ce fichier a pour but de consigner des renseignements qui ont été recueillis dans le cadre de processus d'engagement des postulants à un poste d'auxiliaire de police. **Usages compatibles :** Ce fichier est utilisé pour prendre des décisions concernant la continuation du service au sein de la GRC. Les renseignements qu'il contient peuvent également servir aux fins de la recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des données dans les fichiers suivants : GRC PPU 065 (Dossiers d'habilitation sécuritaire et relative à la fiabilité) ; GRC PPU 807 (Dossiers administratifs généraux de la GRC ainsi que le système d'entretien d'équipement. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la

protection des renseignements personnels. Cette d'information peut être reliée avec le système d'information sur la gestion des ressources humaines (SIGRH).
Normes de conservation et de destruction : Les dossiers que contient ce fichier sont conservés pendant sept ans suivant la cessation d'emploi ou pendant deux ans suivant la date de la dernière pièce de correspondance, selon la plus longue de ces deux périodes. Lorsque le dossier est désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

Gendarmerie royale du Canada

Chapitre 107

Fichiers de renseignements personnels particuliers

Dossiers relatifs aux débats des comités d'avancement des membres de la GRC

Description : Ce fichier renferme des

curriculum vitae, des indicateurs de rendement, des recommandations des comités de

promotion ou des conseils d'évaluation, les résultats d'examen de promotion et/ou les

résultats d'entrevues devant le comité de promotion, ou des renseignements sur les

postes qui sont comblés, des tableaux de comparaison concernant la sélection du

personnel et des descriptions de tâches. Afin d'avoir accès à ce fichier, les membres doivent

se conformer aux exigences qui figurent sur le formulaire de demande d'accès à des

renseignements personnels et indiquer leur nom, prénoms et numéro matricule. Les

membres actifs doivent aussi indiquer leur division. Les renseignements suivants

concernant le poste pour lequel les mesures de dotation ont été prises sont également

nécessaires : division/direction, fonction, année et si possible Service. Pour les aspirants

officiers, la date à laquelle le conseil d'appréciation des aspirants officiers a été tenu

doit figurer. Les personnes qui veulent obtenir des renseignements particuliers doivent

indiquer les documents qu'elles désirent consulter afin de faciliter l'acheminement de leur

demande. Les renseignements contenus dans ce fichier peuvent être conservés dans des

dossiers ou encore sous forme automatisée, par exemple, dans le système "Information sur

les examens".

Catégorie de personnes : Tous les

gendarmes, les sous-officiers, les gendarmes spéciaux, les membres spéciaux et les

membres civils qui ont écrit l'examen de promotion et/ou se sont présentés devant le

comité de promotion ou qui ont été considérés pour une promotion ou une mutation latérale

par les jurys des promotions/ mutations et qui se sont présentés devant le conseil

d'appréciation des aspirants officiers en tant que postulants au grade d'officier et tous les

officiers, les membres civils et les gendarmes spéciaux, les membres spéciaux ou grade

équivalant à celui d'un officier, qui ont été considérés pour de l'avancement par le

Commissaire ou son délégué.

But : Ce fichier a pour but de consigner des renseignements qui servent à choisir des candidats en vue de promotions et de

nominations au grade d'officier, ainsi qu'à remplir des postes ainsi que dans la révision

des griefs découlant de ces mesures.

Usages compatibles : Ces renseignements peuvent également être utilisés aux fins de la

recherche, de la planification, de l'évaluation et des statistiques ainsi que pour le couplage des

données dans les fichiers suivants : GRC PPU 070 (Dossiers des postulants et des cadets) ;

GRC PPU 090 (Distinctions et récompenses) ; GRC PPE 801 Dossiers d'évaluation de

rendement des membres de la GRC) ; GRC PPE 802 (Dossiers de service des membres de

la GRC) ; GRC PPE 804 (Dossiers des griefs des membres de la GRC) ; GRC PPE 805

(Dossiers disciplinaires des membres de la GRC) ; GRC CMP PPU 085 (Plaintes contre la

GRC ou un de ses membres, enquêtes et assistance générale) ; GRC PPE 806 (Dossiers

sur la solde et les indemnités des membres de la GRC) ; GRC PPE 815 (Dossiers relatifs au

Code régissant la conduite des membres de la GRC en ce qui concerne les conflits d'intérêts et

l'après-mandat) GRC PPE 818 (Programme d'équité en matière d'emploi). Toutes les

liaisons concernant l'administration des ressources humaines et des plans de

rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements

personnels. Cette d'information peut être reliée avec le Système d'information sur la gestion

des ressources humaines (SIGRH)

Normes de conservation et de destruction : Les dossiers dans ce fichier sont conservés

pendant un minimum de cinq ans après la date du dernier document. Lorsque le dossier est

désigné comme ayant une valeur archivistique ou historique, il est transféré sous le contrôle

des Archives nationales du Canada ; lorsque le dossier n'est pas ainsi désigné, il est détruit.

No. ADD : 2000/30

Renvoi au dossier # : GRC GRC 920

Enregistrement (SCT) : 001015

Numéro de fichier : GRC PPE 803

Auxiliaires de police

Description : Ce fichier renferme des renseignements personnels sur les personnes

qui ont été ou qui sont présentement à l'emploi de la Gendarmerie royale du Canada comme

auxiliaires de police. Ces renseignements

renseignements peuvent également être utilisés pour élaborer et mettre en œuvre la politique relative à l'équité en matière d'emploi. Le numéro d'emploi peut être utilisé pour lier ces renseignements aux renseignements personnels qui se trouvent dans la base de données des Ressources humaines afin d'obtenir des renseignements statistiques et pour aider à l'application de la Loi sur l'équité en matière d'emploi.

Normes de conservation et de destruction : Les données sont conservées pour toute la durée de l'emploi de la personne. Les données sont examinées à tous les cinq ans et les données portant sur des personnes qui ne sont plus à l'emploi de la société depuis au moins deux ans sont détruites.

No. ADD : 98/002

Renvoi au dossier # : FAC.POE 920

Enregistrement (SCT) : 002803

Numéro de fichier : FAC PPE 802

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

- Aide aux employés
- Cartes d'identification et laissez-passer
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Evaluation du rendement
- Formation et perfectionnement
- Griets
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Programme d'équité en matière d'emploi

Description : Ce fichier décrit les renseignements sur les employés des groupes désignés. Les employés devraient s'auto-identifier en indiquant sur un questionnaire s'ils sont homme ou femme, s'ils sont autochtones, s'ils souffrent d'une invalidité physique permanente ou continue, s'ils font partie d'un groupe des minorités visibles. Les renseignements personnels recueillis en vue d'appliquer la Loi sur l'équité en matière d'emploi peuvent inclure le numéro d'emploi de FAC. En outre, nous demandons aux répondants si ces renseignements peuvent être utilisés à des fins de gestion des ressources humaines ou à des fins statistiques seulement.

Catégorie de personnes : Tous les employés actuels de la société.

But : Ces renseignements documentent la mise en œuvre de la Loi sur l'équité en matière d'emploi au sein de Financement agricole Canada. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur groupe désigné (par exemple femmes, autochtones, personnes atteintes d'invalidité et groupe de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil des employés et de comparer la situation des membres des groupes désignés au sein de l'effectif à celle des membres des autres groupes au sein de FAC sur le marché du travail. Le numéro d'emploi de FAC peut être utilisé pour lier ces renseignements aux renseignements personnels qui se trouvent dans la base de données des Ressources humaines afin d'obtenir des renseignements statistiques et la sécurité de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis.

Usages compatibles : Les renseignements recueillis seront utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être représentés d'une manière équitable. Les

Formation et perfectionnement

Description : Ce fichier renferme les données personnelles, notamment les demandes de participation à des cours et les évaluations, les résultats des examens et les certificats ; les pièces justificatives de règlement des frais et la correspondance ayant trait à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement et donnés par des organismes privés qui peuvent avoir besoin du numéro d'assurance sociale. Les documents relatifs à la participation et aux réalisations de l'employé sont joints à son dossier professionnel, et la formule d'évaluation de rendement versée au dossier professionnel de l'employé peut aussi renfermer les renseignements relatifs aux besoins individuels de perfectionnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le système de renseignements informatisé des ressources humaines.

Catégorie de personnes : Employés actuels et anciens employés.

But : Approuver et noter la participation des employés à des cours de formation et de perfectionnement.

Usages compatibles : Étayer les décisions portant sur le traitement et les avantages sociaux, la fiche de présences et de congés, les mutations, les promotions et les évaluations de rendement. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il peut éventuellement servir de numéro de référence pour la formation et le perfectionnement des employés.

Fichiers de renseignements personnels particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Tous les employés.
But : Ce fichier contient des renseignements

Financement agricole Canada

Chapitre 106

Normes de conservation et de destruction : On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé.
No. ADD : 98/001
Renvoi aux dossiers # : EDC 492, EDC 510 et EDC 590
Enregistrement (SCT) : 000154
Numéro de fichier : EDC PPE 804

Voyages et réinstallations
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés.
Catégorie de personnes : Ce fichier concerne les employés actuels et anciens employés.
But : Il a pour but d'émagasiner des renseignements concernant les voyages, les réinstallations et les affectations à l'étranger des employés.
Usages compatibles : Il sert également à approuver les questions de voyage et de réinstallation ainsi que les affectations à l'étranger, les avances et les demandes de remboursement.
Normes de conservation et de destruction : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou de réinstallation.
No. ADD : 98/001
Renvoi aux dossiers # : EDC 492 et EDC 540
Enregistrement (SCT) : 004055
Numéro de fichier : EDC PPE 811

concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.
Usages compatibles : Appuyer les décisions sur des situations potentielles de conflit d'intérêt.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

exigences de la Loi sur les normes de prestations de pension et de la Loi de l'impôt sur le revenu ; (ii) aux ministères ou organismes du gouvernement fédéral, à d'autres employeurs ou à leurs fiduciaires et aux institutions financières des employés dans les cas de mutations d'employés ; et, (iii) aux fiduciaires et aux fournisseurs de services de régime de retraite avec lesquels EDC a conclu des conventions de gestion financière ou des conventions de services.

Normes de conservation et de destruction : On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier des employés qui ont optés pour la valeur réelle de leur prestation de retraite sont conservés pendant deux ans. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 80 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. Quant aux dossiers des anciens employés qui ont choisis de se faire verser une annuité différée ainsi que le dossier des employés à la retraite, sont conservés à EDC jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Par la suite, ces dossiers sont envoyés aux Archives nationales du Canada qui peuvent également les conserver de façon permanente si elles estiment qu'ils possèdent une valeur historique.

No. ADD : 98/001
Renvoi aux dossiers # : EDC 465 et EDC 540
Enregistrement (SCT) : 005344
Numéro de fichier : EDC PPE 825

Autorisations sécuritaires
Description : Ce fichier renferme les antécédents personnels ; les résumés des enquêtes menées par le Service canadien du renseignement de sécurité (SCRS) ; les fiches d'empreintes digitales ; les casiers judiciaires ; les directives sur la sécurité et la correspondance relative à l'agrement sécuritaire des employés. (Les détails des enquêtes menées par le SCRS sont gardés dans le fichier Evaluation de sécurité (SRS PPU 005 du SCRS).

Catégorie de personnes : Employés actuels et

anciens employés.

But : Attribuer la cote de sécurité et fournir des renseignements sur la gestion des mesures sécuritaires du gouvernement. Lorsque les organismes déterminent les cotes de sécurité, ils ne doivent examiner que les renseignements précisés dans ce fichier et non ceux mentionnés dans les dossiers sur les habilitations sécuritaires du SCRS.

Usages compatibles : Étayer les décisions relatives à la dotation, aux mutations, aux promotions, aux mesures disciplinaires et à la cessation d'emploi.

Normes de conservation et de destruction : On détruit les dossiers deux ans après le départ de l'employé de l'organisme qui lui a attribué une cote de sécurité.

No. ADD : 98/001
Renvoi au dossier # : EDC 286
Enregistrement (SCT) : 000157
Numéro de fichier : EDC PPE 807

Dotation
Description : Ce fichier renferme les demandes de dotation ; les descriptions de poste ; les échelles de traitement ; les profils de sélection ; les demandes d'emploi des candidats ; les observations des comités de dotation en personnel ; les examens et les résultats ; les offres d'emploi ; les avis envoyés aux candidats et la correspondance relative aux divers processus de dotation, y compris le répertoire des ressources humaines. On trouve dans les dossiers de ce fichier une vaste gamme de renseignements personnels sur l'employé, notamment le niveau d'instruction, les qualifications et parfois l'âge, le sexe et le numéro d'assurance sociale, s'ils ont été fournis par le candidat.

Catégorie de personnes : Employés-candidats.

But : Choisir les candidats et combler les postes vacants.

Usages compatibles : aucun

Normes de conservation et de destruction : On conserve les dossiers pour une période de deux ans suivant l'instruction de la demande de dotation ou toute mesure administrative ; après cette période, les dossiers sont détruits. On conserve les documents relatifs à chaque candidat retenu dans le dossier personnel de l'employé et dans son dossier professionnel.

No. ADD : 98/001
Renvoi au dossier # : EDC 512
Enregistrement (SCT) : 000153
Numéro de fichier : EDC PPE 803

consignés dans le Système de renseignements informatisé des ressources humaines.

Catégorie de personnes : Employés actuels et anciens employés.

But : Étayer à l'aide de pièces à l'appui les décisions relatives à la formation en matière de langues officielles et aux examens de connaissance de la langue, et justifier les besoins de formation linguistique et les réalisations des employés.

Usages compatibles : Étayer à l'aide de pièces à l'appui les décisions touchant les employés en matière de dotation, de mutation et de promotions ; collaborer à l'évaluation de la compétence linguistique des employés et vérifier la gestion des programmes ayant trait aux langues officielles. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert de numéro de référence pour la formation linguistique des employés. Il peut également devoir être transmis à la Commission de la Fonction publique et au Secrétariat du Conseil du Trésor.

Normes de conservation et de destruction : On détruit les dossiers deux ans après la date de la dernière justification à l'aide de documents.

No. ADD : 98/001

Renvoi aux dossiers # : EDC 582 et EDC 510

Enregistrement (SCT) : 000155

Numéro de fichier : EDC PPE 805

Stationnement

Description : Ce fichier renferme les demandes de permis de stationnement et la correspondance relative au stationnement des automobiles dans les parcs loués par EDC. La section du dossier personnel de l'employé portant sur la rémunération et les avantages sociaux contient aussi les renseignements relatifs aux retenues salariales effectuées pour le règlement des frais de stationnement. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisé des ressources humaines et dans le Système informatique de gestion.

Catégorie de personnes : Employés actuels et anciens employés qui ont présenté une demande de permis de stationnement.

But : Le fichier sert à étayer l'administration des avantages en matière de stationnement.

Usages compatibles : Les dossiers servent à administrer la délivrance et l'annulation des permis de stationnement et à simplifier la retenue des frais de stationnement sur les salaires.

Normes de conservation et de destruction : On détruit les dossiers deux ans après l'expiration du permis.

No. ADD : 98/001

Renvoi aux dossiers # : EDC 338 et EDC 540

Enregistrement (SCT) : 000159

Numéro de fichier : EDC PPE 808

Régime de retraite des employés d'Exportation et développement Canada et Régime de retraite complémentaire de certains employés d'Exportation et développement Canada

Description : Ce fichier renferme des formulaires d'options, des formulaires de désignation de bénéficiaire, des preuves de services passés et de la correspondance concernant le régime de retraite. On y trouve en particulier les renseignements suivants : nom de l'employé, numéro d'emploi, numéro d'assurance sociale, date de naissance, sexe, langue préférée, adresse, état matrimonial, dates de cohabitation (en cas de rupture du mariage), date d'entrée en fonction, date de cessation d'emploi/départ à la retraite, cotisations et intérêt, gains et service ouvrant droit à pension, services passés, service accompagné d'option et droits à retraite. Le fichier peut renfermer également le nom, la date de naissance et le sexe des bénéficiaires. Pour accéder à un dossier, il faut fournir le numéro d'emploi ainsi que les nom et prénom de l'employé. Les renseignements contenus dans ce fichier sont enregistrés également dans le système d'information d'EDC.

Catégorie de personnes : Employés permanents, bénéficiaires désignés et retraités.

But : Établir les prestations de retraite des employés participants d'EDC. Ces renseignements peuvent être utilisés à des fins de recherche statistique, d'évaluation actuarielle des coûts et des obligations découlant du régime de retraite pour EDC ainsi que pour planifier, appliquer et évaluer les politiques d'EDC concernant le régime et les prestations de retraite.

Usages compatibles : Pour authentifier les décisions sur les droits à pension. Le numéro d'assurance sociale est obtenu dans le cadre de la Loi de l'impôt sur le revenu pour établir la déductibilité fiscale des cotisations de l'employé et pour calculer l'impôt sur les prestations. Les renseignements sont présentés de manière sommaire ou détaillée : (i) au bureau fédéral du surintendant des institutions financières du Canada et à l'Agence des douanes et du revenu du Canada conformément aux

Normes de conservation et de destruction : Les renseignements sont fournis et mis à jour par les employés participants et sont supprimés par l'employé au moment de sa cessation d'emploi ou retraite, ou par EDC avec le consentement de l'employé.

Cartes d'identité et laissez-passer
Description : Ce fichier renferme des photos, des formulaires d'identification et la correspondance ayant trait à l'émission de cartes d'identité et de laissez-passer.

Catégorie de personnes : Employés actuels et anciens employés.

But : Emettre les cartes d'identité et les laissez-passer.

Usages compatibles : Aucun

Normes de conservation et de destruction : On détruit les dossiers deux ans après l'expiration des cartes d'identité et des laissez-passer.

No. ADD : 98/001
Renvoi au dossier # : EDC 241
Enregistrement (SCT) : 005343
Numéro de fichier : EDC PPE 820

Cartes d'identité et laissez-passer
Description : Ce fichier renferme des renseignements sur les employés victimes d'accident au travail, notamment l'âge, le sexe, l'état civil, le numéro d'assurance sociale, l'adresse domiciliaire, le traitement et l'emploi. Les dossiers sur l'administration des premiers soins sont conservés conformément à la politique du Conseil du Trésor. Les dossiers, y compris les rapports médicaux de chaque employé, les demandes d'indemnisation et la correspondance connexe, et les pièces justificatives des sommes versées, sont conservés par Développement des ressources humaines Canada.

Catégorie de personnes : Employés actuels et anciens employés.

But : Consigner tous les détails relatifs à la sécurité et à la santé ainsi que les causes d'accidents et de blessures afin de prévenir les

Langues officielles
Description : Ce fichier renferme les inscriptions aux cours de langues et les fiches de présences ; les demandes de formation linguistique comprenant des données personnelles de base, notamment la première langue officielle de l'employé, la date de naissance et le numéro d'assurance sociale aux fins d'identification ; les résultats des examens de connaissance de la langue et la correspondance relative aux compétences des employés en matière de langues officielles. Les renseignements afférents aux examens de connaissance de la langue et aux exemptions sont versés au dossier professionnel de l'employé. Les renseignements personnels contenus dans ce fichier sont également

provincial d'assurance-maladie, le numéro d'emploi, l'état civil, l'invalidité, l'adresse domiciliaire, le numéro de téléphone, ainsi que la correspondance relative au recrutement et à la cessation d'emploi, au traitement et aux indemnités, aux retenues salariales et aux avantages sociaux, au régime de pension, à la fiche de présences et de congés, à l'équité d'emploi, le cas échéant, et aux certificats médicaux à l'appui des congés de maladie. Les documents d'appui comprennent des copies des certificats de naissance de l'employé, de son conjoint et de leurs enfants ; les certificats de mariage ou de décès ; le nom de la personne avec qui communiquer en cas d'urgence ; les renseignements bancaires permettant le virement du traitement ; et les fiches de désignation des bénéficiaires. Les renseignements personnels contenus dans ce fichier sont également consignés dans le Système de renseignements informatisés des ressources humaines.

Catégorie de personnes : Employés actuels et anciens employés.

But : Compiler les documents et les autorisations justifiant le recrutement, la cessation d'emploi, le régime de pension et l'équité en matière d'emploi ; la fiche de présences et de congés ; le versement du traitement et des prestations, et les retenues salariales. On se sert du numéro d'assurance sociale aux fins d'identification et pour assurer l'uniformité de la gestion de la paye et des avantages sociaux.

Usages compatibles : Établir le caractère authentique des décisions relatives au recrutement et à la cessation d'emploi ; à la fiche de présences et de congés ; au traitement, aux prestations et aux avantages sociaux ; au régime de pension ; et assurer la vérification et le rapprochement de la feuille de paye. Le numéro d'assurance sociale est utilisé en vertu de la Loi de l'impôt sur le revenu. Il sert à la gestion de la feuille de paye, la préparation du formulaire T-4 ainsi que les avantages sociaux reliés à la pension. On le transmet également, avec d'autres renseignements, à l'Agence des douanes et du revenu du Canada pour l'impôt sur le revenu, à Approvisionnement et Services Canada pour le régime de pension, à Santé et Bien-être social Canada pour la retraite, à la Commission de la Fonction publique et à d'autres organismes gouvernementaux pour faciliter le maintien de l'emploi, aux gouvernements provinciaux pour l'impôt sur le revenu et l'assurance-maladie, et aux compagnies qui offrent des régimes

d'assurance collective pour les prestations d'invalidité de longue durée. L'information est aussi transmise à un établissement financier dans le but de faciliter l'émission des chèques, ainsi qu'à Emploi et Immigration Canada, en particulier dans le cas des anciens employés, conformément à la Loi sur l'assurance-chômage et à son règlement d'application.

Normes de conservation et de destruction : On conserve les dossiers pendant la durée de l'emploi. Après la cessation d'emploi, on les garde pendant un an et, par la suite, on les envoie aux Archives nationales du Canada qui les conservent jusqu'à ce que l'employé atteigne l'âge de 80 ans ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver les dossiers de façon permanente si elles estiment qu'ils possèdent une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est conservé jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique.

No. ADD : 98/001

Renvoi au dossier # : EDC 540

Enregistrement (SCT) : 004247

Numéro de fichier : EDC PPE 802

Base de données sur les compétences

Description : Sont contenus dans cette banque les renseignements suivants : le nom des employés qui choisissent de participer à ce programme, leur poste et leur équipe, ainsi que leurs numéros de téléphone, les langues qu'ils parlent, leurs désignations professionnelles et des données relatives à leurs domaines de compétence.

Catégorie de personnes : Les employés d'EDC qui choisissent de participer à ce programme.

But : Créer un outil qui facilite le partage de l'information et l'utilisation des pratiques exemplaires parmi les employés, ce qui leur permettra de prendre plus rapidement de meilleures décisions professionnelles.

Usages compatibles : Les renseignements servent à cerner les domaines de compétences des employés participants.

Fichiers de renseignements
personnels particuliers

Conflits d'intérêts

Description : Ce fichier contient des

divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêts, ainsi que des rapports d'enquête et de la correspondance concernant les conflits d'intérêts potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés actuels et anciens employés qui se trouvent ou pourraient se trouver en situation de conflit d'intérêts.

But : Le fichier sert à étayer la mise en oeuvre de la politique d'EDC en matière de normes de conduite.

Usages compatibles : Les dossiers permettent d'établir s'il y a conflit d'intérêts et, le cas échéant, de trouver un moyen de résoudre la situation de conflit d'intérêts.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêts potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 98/001
Renvoi aux dossiers # : EDC 2000-C4 et EDC 2080-A2

Enregistrement (SCT) : 000160
Numéro de fichier : EDC PPE 810

Dossier professionnel de l'employé

Description : Ce fichier renferme des

renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale (lorsqu'il est donné par l'employé), le numéro d'emploi, l'adresse domiciliaire, la citoyenneté, les études, les antécédents professionnels, les curricula vitae et les références, les lieux de travail et les titres de poste, les nominations, les mutations, le traitement, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de stage, la classification, les évaluations de rendement, les mesures disciplinaires, l'aide aux employés et les griefs. Le fichier peut renfermer également des observations relatives à la dotation, à la formation et au perfectionnement, aux langues officielles, et à la santé et à la sécurité professionnelle, qui peuvent également être

conservées dans d'autres fichiers. Les

renseignements personnels contenus dans ce

fichier sont également consignés dans le

système de renseignements informatisé des

ressources humaines.

Catégorie de personnes : Employés actuels et anciens employés.

But : Consigner les renseignements relatifs à la carrière de l'employé, notamment les nominations, les mutations, les promotions, les rétrogradations, la classification, le rendement, l'aide reçue, les mesures disciplinaires, les griefs et la cessation d'emploi.

Usages compatibles : Étayer les décisions portant sur la dotation ; la rémunération et les avantages sociaux ; la formation et le perfectionnement ; les langues officielles ; la santé et la sécurité professionnelles.

Normes de conservation et de destruction : On conserve le dossier pendant la durée de l'emploi. Après la cessation d'emploi, le dossier est joint au dossier personnel de l'employé que l'on garde pendant un an. Par la suite, le dossier est envoyé aux Archives nationales du Canada qui le conservent jusqu'à ce que l'employé ait atteint l'âge de 80 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est joint au dossier personnel de l'employé que l'on garde jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives

nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique. Quant aux dossiers des employés à la retraite, leur dossier est joint au dossier personnel de l'employé que l'on garde jusqu'à ce que l'employé ait atteint l'âge de 15 ans, ou pendant un maximum de deux ans suivant le décès de l'employé, pourvu que deux ans se soient écoulés depuis la dernière mesure administrative. Les Archives nationales du Canada peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique.

No. ADD : 98/001

Renvoi au dossier # : EDC 510

Enregistrement (SCT) : 004246

Numéro de fichier : EDC PPE 801

Dossier personnel de l'employé

Description : Ce fichier renferme des

renseignements personnels sur l'employé, notamment l'âge, le sexe, le numéro d'assurance sociale, le numéro du régime

Système d'identification des contacts ministériels

Description : Ce fichier peut contenir des renseignements de base sur les contacts financiers et les coordonnateurs ministériels de formation avec qui le Centre canadien de gestion communique dans le cadre de la livraison de ses activités d'apprentissage.

Catégorie de personnes : Contacts financiers et coordonnateurs ministériels de formation.

But : Ce fichier existe en vue d'établir et de tenir des dossiers sur les contacts financiers et coordonnateurs ministériels de formation afin de leur achever les informations relatives à la participation des employés de leurs ministères aux activités offertes par le Centre ainsi que pour produire les données de facturation.

Usages compatibles : Le fichier sert à fournir les renseignements nécessaires pour communiquer par courrier, par téléphone ou par télécopieur avec les contacts financiers et coordonnateurs ministériels de formation.

Normes de conservation et de destruction : Les dossiers sont conservés aussi longtemps que les données sont valides.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des

Enregistrement (SCT) : 003327

Numéro de fichier : EFPD PCE 735

Environnement Canada
Chapitre 104

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

pour prendre la décision pertinente dans chaque cas.

Normes de conservation et de destruction :

Les dossiers concernant les demandes de

révision suite à un retrait de la formation

linguistique ou suite au résultat de l'orientation

linguistique sont conservés pendant vingt-cinq

(25) ans et sont ensuite détruits.

No. ADD : en conception

Renvoi au dossier # : en conception

Enregistrement (SCT) : 001459

Numéro de fichier : EFPC PCE 758

Information et inscription aux cours

Description : Ce fichier peut contenir des

enseignements de base sur les participants à

des cours ainsi que des données

administratives sur les cours suivis. Toutes les

personnes qui veulent avoir accès à ces

enseignements sont priées d'indiquer le

numéro de cours pertinent à l'EFPC.

Catégorie de personnes : Toute personne qui

a suivi ou qui suit un cours offert par l'EFPC.

But : Ce fichier a été créé conformément aux

dispositions de l'alinéa 5(b) de la Loi sur

l'emploi dans la fonction publique en vue

d'établir et de tenir des dossiers sur les

employés et les personnes qui ont suivi ou qui

suivent un cours offert par l'EFPC.

Usages compatibles : Ce fichier sert à fournir

les renseignements nécessaires pour donner

les cours de formation offerts par l'EFPC.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant cinq (5)

ans après la fin de l'activité de formation et sont

ensuite détruits.

No. ADD : en conception

Renvoi au dossier # : en conception

Enregistrement (SCT) : 001478

Numéro de fichier : EFPC PCE 732

Orientation linguistique

Description : Ce fichier peut contenir des

données personnelles de base, les résultats

des tests d'aptitude et de classement, le rapport

de l'entrevue préliminaire, le pronostic, la leçon

recommandée et la durée de formation prévue.

Catégorie de personnes : Candidats à la

formation linguistique qui ont suivi le processus

d'orientation en prévision d'une nomination non

impérative ou d'une inscription en formation

linguistique de base.

But : Ce fichier a été créé conformément à

l'article 5(b) de la Loi sur l'emploi dans la

fonction publique afin d'enregistrer les résultats

des tests et les renseignements recueillis lors

de l'entrevue d'orientation.

Usages compatibles : Les renseignements

servent à évaluer l'aptitude à réussir la

formation linguistique, à formuler des

recommandations pédagogiques à l'intention du

personnel enseignant et à fournir au Centre de

formation linguistique des données de nature

administrative.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant vingt (20)

ans après la fin de la formation et sont ensuite

détruits. Les renseignements informatisés

demeurent actifs pendant la période de

formation, sont conservés pendant vingt (20)

ans et sont ensuite détruits.

No. ADD : en conception

Renvoi au dossier # : en conception

Enregistrement (SCT) : 001482

Numéro de fichier : EFPC PCE 760

Services en formation linguistique

Description : Ce fichier peut contenir des

données personnelles de base, des demandes

de service et de formation linguistique, les

résultats des tests diagnostiques, ainsi que les

résultats obtenus lors de la formation

linguistique.

Catégorie de personnes : Toutes personnes

qui ont suivi des cours de formation linguistique.

But : Ce fichier existe conformément à l'article

5(b) de la Loi sur l'emploi dans la fonction

publique en vue de fournir des renseignements

pour les processus d'admission, de testing,

d'orientation, d'inscription et de formation

linguistique.

Usages compatibles : Ce fichier sert lors des

processus d'admission, de testing, d'orientation,

d'inscription et de formation linguistique et à

assurer un suivi du progrès des participants.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant vingt (20)

ans après la fin de la formation et sont ensuite

détruits. Les renseignements informatisés

demeurent actifs pendant la période de

formation, sont ensuite conservés sur rubans

détruits.

No. ADD : en conception

Renvoi au dossier # : en conception

Enregistrement (SCT) : 001484

Numéro de fichier : EFPC PCE 761

Diversification de l'économie de l'Ouest Canada

Chapitre 102

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Activités d'accueil

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Aide aux employés
Autorisations sécuritaires
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement

École de la fonction publique du Canada

Chapitre 103

Fichiers de renseignements personnels centraux

Comité de révision linguistique

Description : Ce fichier peut contenir la demande de révision, le consentement écrit de l'employé, les résultats de l'Examen de connaissance de la langue seconde avant le 15 octobre 1984, le rapport de l'agent d'évaluation, les tests diagnostiques, les résultats des tests d'orientation, les lettres ou les notes de services pertinentes et la décision du Comité de révision linguistique.

Catégorie de personnes : Fonctionnaires dont le cas a été présenté au Comité de révision linguistique.

But : Ce fichier existe conformément aux dispositions de l'article 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les employés dont le cas a été présenté au Comité de révision linguistique.

Usages compatibles : Le fichier est utilisé pour réviser les résultats obtenus à l'évaluation linguistique avant le 15 octobre 1984, ainsi que le renvoi des employés des cours de langue et

humaines, ou par le Chef, Planification des ressources humaines et par l'intermédiaire des unités administratives appropriées.

Usages compatibles : On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation.

Normes de conservation et de destruction : Les renseignements sont conservés pour cinq ans :

No. ADD : 98/005
Renvoi aux dossiers # : DSC HRS 025, DSC HRS 040
Enregistrement (SCT) : 005814
Numéro de fichier : DSC PPE 802

Programme informatisé sur la planification des ressources humaines

Description : Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des ressources humaines. Il contient des données sur les postes de DRHC, sur les employés et les employées, sur les mesures ou les ajustements en matière de dotation ainsi que la formation et le perfectionnement des employés et les employées. Les données sur les postes comprennent et le numéro du poste, le titre, le groupe et le niveau, l'indicateur d'exclusion, les exigences linguistiques, l'unité de travail et le lien hiérarchique (le numéro et le titre du poste du surveillant). Les données sur les employés et employées englobent la date de début dans la fonction publique, la date de naissance, l'adresse et le numéro de téléphone au domicile de l'employé ou de l'employée, le type d'emploi (plein temps, temps partiel, etc.), le titre et le numéro du poste, le lieu et le numéro de téléphone au travail, la capacité linguistique, les antécédents professionnels, les aspirations de carrière, la mobilité, historique sur la formation et le perfectionnement (y compris la formation et évaluation du rendement (ainsi qu'une date de rappel de la prochaine évaluation). Le système tient aussi compte des dates de début et de fin des

situations intérieures, des détachements et des affectations qui comprennent un système actif de rappel. Le module sur les mesures et les ajustements en matière de dotation fait le suivi des domaines qui, de l'avis du gestionnaire, exigeront un suivi quelconque pour s'assurer que les exigences opérationnelles sont satisfaites ; ceci comprend les postes qui deviendront vacants suite aux congés d'invalidité de longue durée, à des congés de maternité, à des congés de soins et éducation d'enfants d'âge préscolaire, à des vacances prolongées et suite à toute autre situation qui nécessite un suivi. La module sur la formation et le perfectionnement note les cours disponibles, maintient une liste des employés et employées identifiés pour chaque cours suite au processus d'évaluation, en plus de la situation de la formation (proposée, approuvée, suivie).

Catégorie de personnes : Dossiers et données sur tous les employés et employées actuels de DRHC, soit indéterminés, termes plus de six mois, termes moins de six mois, plein temps et temps partiels.

But : Les données ont été recueillies pour aider les gestionnaires à dresser leur plan des ressources humaines.

Usages compatibles : Les données servent d'appoint aux fonctions du personnel telles que la planification et le développement des ressources humaines, les évaluations du rendement, la formation, la réinstallation, l'équité en matière d'emploi ; et les servent aussi à la production de rapports de gestion (par exemple, sur les langues officielles, l'équité en matière d'emploi, les prévisions d'offre et de la demande de main-d'œuvre, la formation prévue et achevée, un aperçu de l'âge et du nombre d'années de service de l'employé ou de l'employée projections de retraites possibles).

Normes de conservation et de destruction : Les renseignements sont conservés pour un minimum de deux ans après la dernière action.

No. ADD : 98/005
Renvoi aux dossiers # : DSC HRS 025, DSC HRS 040
Enregistrement (SCT) : 005815
Numéro de fichier : DSC PPE 812

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Développement économique Canada pour les régions du Québec Chapitre 100

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Harcelement

Langues officielles

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Développement social Canada Chapitre 101

Fichiers de renseignements personnels centraux

Projet-pilote de gestion des incapacités fonctionnelles

Description : L'information contenue dans ce fichier inclue les renseignements obtenus des employé(e)s des Services correctionnels du Canada, Développement Social Canada, Défense nationale et Travaux publics et services gouvernementaux, qui participent au projet-pilote de Gestion des incapacités fonctionnelles. L'information est obtenue des gestionnaires de cas des divers projets afin de préparer et mettre en application un plan individualisé de retour au travail pour cet employé(e). Ce plan spécifie les responsabilités de l'employeur, de l'employé, du médecin traitant et des autres prestataires de services engagés dans le processus de réadaptation et de retour au travail. Il peut aussi contenir un certificat d'un praticien médical compétant faisant état des capacités physiques ou mentales de l'individu(e).

Catégorie de personnes : Les employé(e)s provenant d'institutions participantes qui ont subi une blessure ou une maladie et qui sont présentement dans leur démarche de réinsertion dans leur lieu de travail.

But : Le but de ce fichier est d'aider les gestionnaires de cas à tester un programme pilote de gestion des incapacités fonctionnelles qui prévienne les incapacités fonctionnelles et aide les employé(e)s à reprendre le travail de façon rapide et sécuritaire après avoir subi une blessure ou une maladie.

Fichiers de renseignements personnels particuliers

Étude et planification des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes, les imprimés relatifs à la planification de carrière, un résumé du Système d'information sur les ressources de gestion et un curriculum vitae.

Catégorie de personnes : Les données portent sur les employés de Développement social Canada.

But : Ces renseignements seront utilisés dans le cadre du processus de l'étude et de la planification des carrières par les membres des comités s'attardant à ces questions de même que par les gestionnaires pour ce qui est des affectations ou des détachements. Les membres de ces comités ont accès aux renseignements contenus dans le présent fichier, par l'entremise de l'agent de la planification des ressources

se trouve un résumé des données qui les concernent ou consulter un système sur le Web appelé Application d'accès pour le personnel civil et militaire (AAPCM). Les dossiers des militaires libérés des FC ne sont pas mis à jour. **Catégorie de personnes** : Cette banque de données s'applique aux anciens militaires des FC (Force régulière et de Réserve) et ceux en service, ainsi qu'aux employés civils du MDN. **But** : Cette banque de données sur les transactions vise à fournir et à vérifier des renseignements à l'intention du personnel chargé de la gestion et de l'administration du personnel du MDN et des FC, à tous les niveaux du Ministère. Cela comprend les systèmes suivants : Système informatisé des messages d'affectations (SIMA) destiné aux gestionnaires de carrière; Système automatisé d'instruction de changement de grade (SAICG) servant à la publication des messages de promotion; le SAFC servant aux changements organisationnels; base de données de rapports sur les produits extrants, Système d'information financière (SIF), régime de soins dentaires de la Great West, Système d'information de gestion sur l'instruction individuelle (SIGII), système de soutien des conseils de promotion au mérite (SSCM) servant à aider les militaires faisant partie des conseils de sélection au mérite, interface avec les langues officielles (LO), système de suivi du Programme de perfectionnement professionnel des officiers (PPO), système de soutien de l'administration du personnel, Travaux publics et Services gouvernementaux Canada (TPSGC), Système de gestion de l'accès aux numéros matricules (SGANM), Programme subventionné de formation universitaire (PSFU), envoie des traitements et salaires (ETS), norme générale de classification (NGC) et soutien à la gestion de l'information. Les dossiers sont accessibles si l'on fournit les renseignements suivants : nom complet et/ou numéro matricule, CIDP ou numéro d'identification de l'employé dans l'entreprise.

Usages compatibles : Les renseignements de cette banque de données servent à : mettre à jour et confirmer les données communes sur le personnel qui sont stockées grâce au système central de calcul de la solde (SCCS); simplifier le processus décisionnel en ce qui concerne le personnel; répondre aux questions sur les données relatives au personnel, de manière contrôlée; appuyer la mise à jour de renseignements communs comme les compétences; élaborer des rapports à l'intention des gestionnaires afin de simplifier le processus

décisionnel; mettre à jour les sous-systèmes de données des états-majors des trois armées et des chefs de groupe. Le NAS est recueilli conformément à la Loi de l'impôt sur le revenu et la Loi sur l'assurance-emploi afin de gérer et d'administrer la rémunération. Le NAS est supprimé du SGRH après que la première transaction de paie a été transmise au SCCS. **Normes de conservation et de destruction** : Les dossiers sont conservés cinq ans après la dernière formalité administrative. Ils sont ensuite détruits.

No. ADD : 98/005
Renvoi au dossier # : MDN DSG 785
Enregistrement (SCT) : 004155
Numéro de fichier : MDN PPE 805.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition de leur fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griets

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Système de gestion des ressources humaines (SGRH)

Description :

Cette banque est un système unique et intégré de gestion des renseignements sur les ressources humaines (RH), conçu pour utiliser le logiciel de RH PeopleSoft et pouvant servir aux militaires, aux employés et aux gestionnaires du MDN et des FC afin d'appuyer la Force régulière, la Réserve et les éléments civils du Ministère. Le SGRH permet d'appuyer les processus militaires et civils des RH suivants : affectations et structure des groupes professionnels militaires; rémunération civile (paye et avantages sociaux/congés) pour la tenue à jour de toutes les données relatives aux employés (p. ex., adresse, situation d'emploi, CIDP, catégorie et échelon salariaux); demandes d'autorisation afin de pourvoir aux postes prioritaires de gestionnaires et employés visés par le Programme de réaménagement des effectifs; dotation : tenir à jour les données relatives à la dotation (numéros de concours, processus, renseignements sur les candidats, planification des ressources humaines); tenir à jour les données concernant l'équité en matière d'emploi pour les groupes cibles et en faire le suivi; mesurer la participation à des programmes spéciaux de perfectionnement; données liées au Programme de réduction du personnel civil (PRPC), à la disponibilité des dossiers d'emploi en matière de substitution, aux indemnités financières et aux indemnités d'étude, à la santé et la sécurité, aux recrutements, ainsi qu'aux absences du foyer et aux déclarations de résidence ordinaire – personnel militaire. Procédés applicables aux militaires et aux civils : tenir des dossiers sur les congés que les employés accumulent et utilisent; processus liés à la gestion des postes : poste, données sur la section et catégorie de l'unité; faire la coordination des postes, des points et des données sur la classification du personnel : date et lieu de naissance, personnes à charge, lieu de travail, scolarité, programme d'engagement, anciens membres de la Force régulière, état civil, catégorie médicale, profession militaire, nom, qualification professionnelle, profil linguistique à jour (données sur les employés et profil linguistique du poste), grade, antécédents de service dans le poste actuel et numéro matricule. Les membres de la Force régulière en service peuvent demander personnellement à un utilisateur local du système EntrepriSe un sommaire des dossiers personnels, dans lequel

du service de santé des FC 8-02, les renseignements des militaires des FC et leurs personnes à charge régies par le Code de discipline militaire peuvent être divulguées : au commandant, aux autorités provinciales ou municipales selon les législations, aux fins de poursuites judiciaires, aux policiers militaires, à des corps spéciaux d'enquêtes dans la conduite d'une enquête légale, à une commission d'enquête ou une enquête sommaire menant une enquête sur un accident ou un événement qui a causé des blessures ou la mort d'une personne.

Normes de conservation et de destruction :

Les dossiers sont détruits après cinq années civiles, une fois qu'un cas est réglé.

No. ADD : 98/005

Renvoi au dossier # : MDN BSP 405

Enregistrement (SCT) : 000181

Numéro de fichier : MDN PPE 812

Système de garnison du personnel à Alert

Description : Le fichier du système de garnison du personnel à Alert renferme des renseignements personnels concernant la sélection de personnel de recherche en

communication (Ch Comm 29) et de militaires d'autres groupes professionnels des FC pour une affectation temporaire à la SFC Alert. Plus précisément, il comprend les renseignements suivants : sexe, grade, numéro matricule, codes de groupes professionnels militaires, affectations de spécialistes, affectations temporaires antérieures, unité d'appartenance et attestation de sécurité. On peut y avoir accès en fournissant le nom, les initiales et le numéro matricule.

Catégorie de personnes : Chercheurs en

communication (Ch Comm 219) et autres membres commissionnés et militaires du rang des FC.

But : L'information est utilisée lors de l'affectation de personnel militaire à la SFC

Alert. S'il est nécessaire d'y affecter des militaires à tour de rôle, cette information sert à

veiller à ce qu'ils soient traités de façon juste et équitable.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction :

Les dossiers seront conservés jusqu'à la fermeture de la SFC Alert.

No. ADD : 98/005

Renvoi au dossier # : MDN ACP 630

Enregistrement (SCT) : 002856

Numéro de fichier : MDN PPE 871

Normes de conservation et de destruction : Les dossiers du fichier sont conservés : pendant cinq ans après la libération du militaire, puis versés aux Archives nationales du Canada où il deviennent partie intégrante du fichier numéro APC PCE 720.

No. ADD : 98/005 et 2000/019

Renvoi au dossier # : MDN CNS 520

Enregistrement (SCT) : 000206

Numéro de fichier : MDN PPE 838

Relevés de notes – étudiants du collège militaire royal

Description : Ce fichier contient les résultats scolaires obtenus chaque année par les étudiants. Les dossiers sont gardés par le secrétaire général du collège et on peut y avoir accès en indiquant : l'année ou les années où le collège a été fréquenté, les noms et prénoms, le numéro de l'étudiant lorsque l'on demande des renseignements, le numéro matricule ou le numéro du collège.

Catégorie de personnes : Cette banque s'applique aux étudiants qui fréquentent, ont fréquenté, le collège militaire royal.

But : Ce fichier a pour objet de tenir un dossier des résultats obtenus chaque année par les étudiants et les élèves officiers qui fréquentent ou ont fréquenté le collège militaire royal (CMR). Les dossiers servent à des fins administratives et statistiques et environ 1000 étudiants en font l'objet chaque année.

Usages compatibles : Ces résultats sont utilisés afin de voir le rendement dans le "pilier académique" du système quatre piliers au collège, pour les fins statistiques, et pour confirmer le rendement passé du membre s'il/elle veut faire application pour les études supérieures à une date à l'avenir.

Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment à des fins historiques.

No. ADD : 98/005

Renvoi au dossier # : MDN REI 370

Enregistrement (SCT) : 000212

Numéro de fichier : MDN PPE 844

Renseignements - Banque de données - Recherche psychotechnique des Forces canadiennes

Description : Ce fichier informatisé renferme des données sur les tests de sélection, des renseignements recueillis au cours de sondages effectués sur les candidats : Education; Plan de demandeur; Préférences de carrière de demandeur; l'attrition, le harcèlement, le rendement de la formation les conditions de service, la situation

professionnelle au sein des FC. Les personnes qui désirent le consulter doivent indiquer : l'année de la demande d'enrôlement, le numéro matricule, le NAS, les noms et prénoms.

Catégorie de personnes : Ce fichier s'applique aux candidats à un poste dans les FC, aux militaires du cadre actif, aux anciens militaires des FC.

But : Ce fichier de données informatisé fournit une base de données pour la recherche sur le personnel, c'est-à-dire pour la sélection professionnelle et les évaluations des programmes/politiques.

Usages compatibles : Le numéro du candidat, le numéro matricule ou le code d'identification de l'équipe de recherche en personnel (ERP) peut être utilisé pour relier ou assortir les informations de ce fichier à celles du fichier PPE 805 Système intégré de gestion des ressources humaines de la défense (SIGRHD) et avec le fichier POE 918 (Programme d'équité en matière d'emploi), à des fins communes aux deux fichiers et conformément au motif pour lequel elles avaient été recueillies. Les données ainsi associées peuvent ensuite être conservées dans l'un ou l'autre fichier ou les deux.

Normes de conservation et de destruction : Formules d'évaluation des candidats FC 283 et MDN 2158 sous forme de copies originales, jusqu'au transfert sous forme de microfiche ou DC pour une période indéfinie. Tous les autres documents jusqu'au transfert de l'information dans la banque de données. Les données automatisées indéfiniment.

No. ADD : 98/005

Renvoi au dossier # : MDN BPP 360

Enregistrement (SCT) : 000184

Numéro de fichier : MDN PPE 815

Services sociaux

Description : Ce fichier contient les renseignements notés par les travailleurs sociaux militaires au sujet de leurs clients. Les personnes qui désirent consulter ces dossiers doivent indiquer : le code d'emploi militaire, l'endroit et date de(s) l'entrevue(s) en plus du nom de l'interviewer du militaire en question (s'il y a lieu), leur grade, leurs noms et prénoms, le numéro de matricule.

Catégorie de personnes : Cette banque s'applique aux militaires des FC et les membres des leurs familles immédiates.

But : Les renseignements consignés visent à aider le travailleur social dans ses activités professionnelles de traitement et de gestion de cas.

Usages compatibles : Conformément à l'ordre

volontairement s'ils font partie d'une groupe désigné (autochtones, femmes, minorités visibles, personnes handicapées).

Catégorie de personnes : Cette banque s'applique aux militaires de la Force régulière et aux Forces de Réserves.

But : Ce fichier contient toute la documentation nécessaire à la mise en œuvre d'équité en matière d'emploi pour les FC assujetties à la section 9 de la partie 1 de la loi sur l'équité en matière d'emploi. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des militaires, présentées selon leur groupe désigné.

Usages compatibles : Les FC peuvent recueillir des données à des fins statistiques seulement. Les renseignements recueillis sont utilisés : dans le cadre des programmes d'équité en matière d'emploi des FC afin de déterminer et de supprimer les obstacles à la carrière des membres des groupes désignés, afin d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés d'une manière équitable au sein des FC, à l'élaboration et la mise en œuvre de politique connexe à l'équité en matière d'emploi, afin de réaliser un profil personnel des militaires, pour comparer la situation des militaires des groupes désignés avec celles des autres groupes au sein des FC. Ces renseignements ne seront divulgués que sous forme de compilations statistiques. Toutefois, s'il est possible d'identifier un ou des individus en raison d'un petit nombre en cause, ces statistiques ne devraient pas être divulguées.

Normes de conservation et de destruction : La base de données est maintenue à perpétuité en accord avec la Loi d'EE. Le formulaire d'auto-identification doit être conservé pour une période de cinq ans et sont alors détruits.

No. ADD : 98/005

Renvoi au dossier # : MDN DUE 565

Enregistrement (SCT) : 003342

Numéro de fichier : DND PPE 816

Programme des primes à l'initiative

Description : Ce fichier contient : les documents relatifs à l'administration des initiatives, des données statistiques, les procès-verbaux des réunions, le règlement du Programme, les renseignements personnels fournis, les suggestions. Les personnes qui désirent le consulter doivent l'indiquer : le Comité des primes à l'initiative promoteur au niveau du Commandement ou de la Base, la date à laquelle elles ont fait leur suggestion ou

reçu la prime, les noms et prénoms, le numéro de dossier ou l'objet de la suggestion.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN.

But : Ce fichier a pour objet d'administrer le Programme de primes à l'initiative du MDN.

Usages compatibles : Le numéro d'assurance sociale et l'adresse sont nécessaires pour : recevoir un chèque de récompense commandé par l'entremise du ministère des Travaux publics et Services gouvernementaux, ainsi qu'aux fins d'impôts du ministère de l'Agence des douanes et du revenu du Canada, conformément à la Loi de l'impôt sur le revenu.

Normes de conservation et de destruction : Les suggestions qui sont acceptées qui aboutissent à une récompense de moins que 1000\$ sont détruites après trois années civiles. 1000\$ sont détruites après cinq années civiles. Les suggestions qui sont acceptées égale ou supérieures à 1000\$ sont détruites après cinq années civiles. Les suggestions qui sont non retenues seront protégées pour une période de douze mois et seront détruites après trois années civiles.

No. ADD : 98/001

Renvoi au dossier # : MDN DSE 045

Enregistrement (SCT) : 000194

Numéro de fichier : MDN PPE 825

Rapports d'appréciation du rendement

Description : Ce fichier contient les renseignements suivants : rapports d'appréciation du personnel, rapports de cours. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de libération, s'il y a lieu, les noms et prénoms, le numéro matricule.

Catégorie de personnes : Cette fichier s'applique aux militaires de la Force régulière et de la Force de réserve en service de réserve de classe «C».

But : Ce fichier électronique constitue un dossier du rendement. Il permet aux coordonnateurs de carrières et aux comités d'étude des promotions au mérite de déterminer, de façon continue : des décisions administratives relatives à la gestion du personnel, à être gardés dans les Forces, à être reclassifiés, libérés, à suivre des cours de formation, le mérite relatif et l'aptitude des divers candidats à être promus.

Usages compatibles : Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la fin de l'emploi.

que des évaluations individuelles et des mises à jour en ce qui concerne les mentors et les protégés.

Catégorie de personnes : Employés de

l'institution.

But : Ces renseignements sont tenus à jour

dans le but de fournir de la documentation en

vue de la planification, l'administration et la

mise en œuvre du programme de mentorat.

Usages compatibles : Tenir un registre des

participants au programme (mentors et

protégés). Planifier, administrer, élaborer des

rapports et évaluer le programme de mentorat.

Créer et tenir à jour une liste de mentors et de

leurs compétences.

Normes de conservation et de destruction :

Ces dossiers seront détruits six mois après que

l'employé se sera retiré du programme.

No. ADD : 97/003

Renvoi au dossier # : être déterminé

Enregistrement (SCT) : 004439

Numéro de fichier : MDN PPE 820

Programme de primes au mérite

Description : Ce fichier contient : des données

personnelles sur les candidats proposés, des

états de service, des procès-verbaux des

réunions, le règlement du Programme, des

statistiques. Les personnes qui désirent

consulter le fichier doivent indiquer : la

catégorie d'emploi militaire, la date à laquelle

elles ont été nommées ou ont reçu la prime, la

date de naissance, le grade, les noms et

prénoms.

Catégorie de personnes : Cette banque

s'applique : aux militaires des FC, aux

employés civils du MDN.

But : Ce fichier a pour objet d'administrer le

Programme de primes au mérite du MDN. Il sert

au classement des candidats proposés pour la

prime au mérite, dont le cas sera étudié par le

Comité des primes au mérite au nom du

commandant ou du chef de groupe.

Usages compatibles : Le numéro d'assurance

sociale et l'adresse sont nécessaires : pour un

chèque de récompense commandé par

l'entremise du ministère des Travaux publics et

Services gouvernementaux ainsi qu'aux fins

d'impôts de l'Agence des douanes et du revenu

du Canada, conformément à la Loi de l'impôt

sur le revenu.

Normes de conservation et de destruction :

Les dossiers sont détruits après trois années

civiles.

No. ADD : 98/005

Renvoi au dossier # : MDN DSE 045

Enregistrement (SCT) : 000195

Numéro de fichier : MDN PPE 826

Programme de tests obligatoires de

dépistage de drogues des Forces

canadiennes

Description : Ce fichier contient : les décisions

administratives prises envers la carrière des

militaires qui en font la demande, les détails

administratifs pertinents à chaque échantillon

recueilli, les résultats des tests en laboratoire

produit à partir des échantillons d'urine recueillis

lors du Programme de tests obligatoires (des

FC) de dépistage de drogues. Les personnes

qui veulent consulter les dossiers du fichier

doivent indiquer : la date et l'endroit où a eu lieu

la cueillette (Code d'identification d'Unité), les

noms au complet incluant les initiales, les

numéros matricules.

Catégorie de personnes : Cette banque

s'applique aux militaires de la Force régulière et

de la Réserve.

But : Ce fichier servira à conserver les résultats

de tests pour fins de statistiques qui serviront

aussi de base à l'instauration : de réhabilitation

et d'application, de traitement, d'un programme

d'éducation préventive, de mesures

administratives prescrites dans le OAF 19-21.

Usages compatibles : Les renseignements

relatifs aux résultats de tests positifs sont

conservés par l'unité des tests obligatoires de

dépistage de drogues pour fins de statistiques.

Les renseignements seront utilisés au sein du

MDN seulement et seront partagés avec : la

police militaire, le Commandant du militaire, les

conseillers médicaux/sociaux, les gérants de

carrières. Les renseignements serviront au

Commandant afin de prendre les mesures

administratives nécessaires touchant la carrière

des militaires conformément à la OAF 19-21.

Normes de conservation et de destruction :

Les échantillons d'urine sont conservés au

laboratoire où le test a eu lieu pour un an et

toute documentation est conservée pour deux

ans à moins d'une directive contraire du QGDN,

et ensuite détruite.

No. ADD : à venir.

Renvoi au dossier # : MDN PCA 630

Enregistrement (SCT) : 003172

Numéro de fichier : MDN PPE 890

Programme d'équité en matière d'emploi

pour les Forces canadiennes

Description : Ce fichier contient des

renseignements personnels (Protégés B) sur

les militaires. Tous ces renseignements ont été

recueillis au moyen de questionnaires auto

identification. Les répondants doivent indiquer

Normes de conservation et de destruction : Les dossiers sont détruits cinq ans après les dernières formalités administratives.

No. ADD : 98/005

Renvoi aux dossiers # : MDN ACP 630, MDN

CNS 520

Enregistrement (SCT) : 000200

Numéro de fichier : MDN PPE 831

Planification financière – Services financiers

du RARM

Description : Cette banque de données

renferme des demandes de services de

planification financière, de directives

d'investissement et d'information financière qui

nous ont été adressées par nos clients. Pour

avoir accès à un dossier, il faut fournir la date

de naissance, le nom au complet et le numéro

matricule (le cas échéant).

Catégorie de personnes : Cette banque

concerne les membres actifs et retraités des

Forces canadiennes, et les employés de

l'Agence de soutien du personnel des Forces

canadiennes.

But : Cette banque a pour objet de tenir un

dossier sur chaque client qui a demandé des

services de planification financière.

Usages compatibles : Cette information est

strictement utilisée pour l'administration

(gestion) de la planification financière. Autre

que ceci, il n'y a pas d'autres utilisités.

Normes de conservation et de destruction :

Les dossiers sont détruits sept ans après la

mort d'un client ou la suppression de les

services.

No. ADD : 98/005

Renvoi au dossier # : MDN PSB 405

Enregistrement (SCT) : 005348

Numéro de fichier : MDN PPE 804

Prestation de services juridiques par les

fonds publics

Description : Ce fichier contient les

renseignements relatifs aux demandes de

prestation de services juridiques par les fonds

publics faites par le personnel militaire et civil

du MDN conformément à la politique du Conseil

du Trésor sur l'indemnisation des fonctionnaires

de l'État et la prestation de services juridiques à

ces derniers. Pour avoir accès à un dossier, il

faut fournir la date de naissance, le nom au

complet et le numéro matricule.

Catégorie de personnes : Cette banque

s'applique : aux militaires du MDN, aux

employés civils.

But : Ce fichier a pour but de documenter les

demandes de prestation de services juridiques

par les fonds publics faites par les

fonctionnaires ayant agi dans les limites de

leurs fonctions ou attributions et, de façon

générale, conformément aux attentes du MDN.

Usages compatibles : Il n'y a aucune autre à

utilisation conforme.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant six

années civiles après la date de leur fermeture.

Les dossiers sont transférés au Archives

nationales du Canada.

No. ADD : à venir.

Renvoi au dossier # : MDN JAG 015

Enregistrement (SCT) : 003982

Numéro de fichier : MDN PPE 897

Procès-verbaux des cours martiales

Description : Les procès-verbaux des cours

martiales constituent un compte rendu exact de

tous : les décisions, les documents ayant servi

de pièces justificatives, les plaidoiries, les

témoignages, les verdicts et sentences des

cours martiales. Les personnes qui désirent

consulter ces dossiers doivent indiquer : Le

nom et les prénoms de l'accusé, l'endroit où

s'est réunie la cour martiale et, s'il y a lieu, le

grade de l'accusé.

Catégorie de personnes : Cette banque

s'applique : aux militaires des FC, aux

personnes justiciables du code de discipline

militaire en vertu de l'article 60 de la Loi sur la

défense nationale.

But : Les dossiers sont gardés pour des fins

administratives de recherches et pour les cas

où l'on fait appel des décisions devant la Cour

d'appel de la cour martiale du Canada et devant

la Cour suprême du Canada.

Usages compatibles : Il n'existe pas d'usages

compatibles.

Normes de conservation et de destruction :

Les documents créés après le 1er sep 99 sont

gardés par le JMC/ACM. Les documents créés

avant le 1er sep 99 sont gardés par le

JAG/DPM. Les dossiers ne sont jamais détruits.

No. ADD : à venir.

Renvoi au dossier # : MDN JAG 035

Enregistrement (SCT) : 000199

Numéro de fichier : MDN PPE 830

Programme de mentorat du CST

Description : Ce fichier contient des

renseignements personnels offerts sur une

base volontaire par les mentors et les protégés,

notamment le nom, les antécédents

académiques, les cours de perfectionnement,

les buts et les opinions personnelles. Il peut

aussi inclure les curriculum vitae, les

antécédents professionnels, les évaluations et

les statistiques du programme de mentorat ainsi

gérées par le quartier général du Groupe de recrutement des Forces canadiennes : le Programme de formation pour les aspirants-officiers - Militaires (PFAOM), le Programme spécial d'attribution de commission (PSAC) et le Programme de formation universitaire – Militaires du rang (PFUMR). Chacune contient les comptes rendus des délibérations et constatations du comité, ainsi que les avis adressés aux candidats pour l'année précédente. Les dossiers sont accessibles en fournissant les renseignements suivants : le nom au complet, le numéro matricule, le grade, le code de groupe professionnel militaire (à l'époque), le programme spécifique et l'année de présentation de la demande, de la nomination ou de la sélection, et l'année de la demande.

Catégorie de personnes : Cette banque s'applique aux personnels non-officier des FC : qui ont présenté une demande pour les : PFUNO, PSPRO, PFAOM, ayant été nommés pour les : PIOSR, choisis le PNSCO.

But : Ce fichier a pour but d'enregistrer les conclusions des jurys de sélection convoqués pour choisir les non-officiers devant être promus officiers dans le cadre de chaque programme.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 818. Les rapports du Comité sont conservés à des fins statistiques pendant 10 ans, puis détruits.

No. ADD : 98/001

Renvoi au dossier # : MDN CNS 520

Enregistrement (SCT) : 002272

Numéro de fichier : MDN PPE 847

Normes professionnelles médicales

Description : Ce fichier renferme : les comptes-rendus du comité de révision des normes professionnelles médicales qui a révisé ces cas, la correspondance entre les divers bureaux du MDN concernant les normes professionnelles, la correspondance entre le chef de Service de la Santé et les agences provinciales responsables de l'attribution des licences de pratique. On peut y avoir accès en fournissant : le nom, et les initiales, le NM pour les militaires des FC, et le NAS pour les professionnels civils.

Catégorie de personnes : Cette banque s'applique à tous les membres du Service de Santé des FC.

But : Ce fichier a pour but de tenir à jour toute l'information sur le personnel du Service de la Santé des FC (SSFC) dont la conduite professionnelle a fait l'objet d'une étude et sur le type d'action qui a été prise.

Usages compatibles : Les renseignements contenus dans cette banque de données peuvent être révélés aux entités professionnelles-techniques du groupe des services de santé des FC, aux comités et aux enquêteurs qui font les analyses et les enquêtes des plaintes au sujet des soins prodigués aux patients, qui déterminent si une plainte porte sur des carences de nature systémique et (ou) un problème portant sur la compétence et (ou) la conduite d'un fournisseur de soins de santé pour les FC, ou qui analysent les états de service, les références, l'expérience et les autres exigences de tous les fournisseurs de soins du groupe des services de santé des FC; ces gens feront des recommandations relativement aux privilèges et à l'étendue de la pratique des fournisseurs de soins.

Normes de conservation et de destruction : Ces renseignements seront conservés cinq ans après la libération du militaire et seront ensuite détruits. Toutefois si un changement y est apporté ou lorsque la plainte à l'étude a été rejetée, une mention à cet effet sera inscrite au fichier.

No. ADD : 98/005

Renvoi au dossier # : MDN BSS 495

Enregistrement (SCT) : 003960

Numéro de fichier : MDN PPE 898

Personnel militaire - dossier des griefs

Description : Ce fichier constitue un dossier des : demandes de redressement de griefs, décisions rendues à l'égard de ces griefs On peut avoir accès aux dossiers en fournissant le code d'occupation militaire, le nom et le prénom, le grade, le numéro de matricule et l'année du grief.

Catégorie de personnes : Cette banque s'applique aux militaires des FC.

But : Le fichier a pour objet d'enregistrer les décisions rendues à l'égard de ces griefs, les demandes de redressement de griefs présentées conformément aux ordonnances, les règlements établis en vertu de la Loi sur la Défense nationale.

Usages compatibles : L'enquête, par les FC, des plaintes portées en vertu de la Loi canadienne sur les droits de la personne, par la même personne qui a présentée le grief et ayant trait au même sujet.

données sur les langues officielles, les qualifications académiques, les accréditations professionnelles, les cours de perfectionnement suivis, le profil de carrière des dix dernières années, les secteurs d'expertise, le profil d'expérience et les aspirations de carrière pour les dix prochaines années.

Catégorie de personnes : Cette banque s'applique aux civils actuellement au service du MDN.

But : La base de données a été créée pour présenter au comité des ressources humaines du sous-ministre (CRH DM) un profil démographique des communautés EX-moins 1, EX-moins 2 et EX-moins 3 du ministère de la Défense nationale (MDN). Ce questionnaire a été conçu pour fournir à la direction du Ministère, le CRH SM, des informations permettant de décrire cette base et de mettre en place les initiatives de perfectionnement nécessaires pour préparer les candidats pour combler les postes EX vacants.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans suivant la dernière intervention administrative.

No. ADD : 98/005

Renvoi au dossier # : MDN DRA 450

Enregistrement (SCT) : 005114

Numéro de fichier : MDN PPE 861

L'Assurance - Régime d'assurance-revenu militaire (RAARM)

Description : On y trouve toutes les demandes concernant le Régime d'assurance-revenu militaire (RAARM) et le Régime d'assurance des officiers généraux (RAOG) pour : des militaires de la Force régulière la Réserve en service de classe C. La compagnie d'assurance-vie Maritime détient le contrat de base. Le fichier contient aussi : les avis de décès des militaires des FC les demandes de règlement présentées par les bénéficiaires. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, les noms et prénoms, le numéro matricule.

Catégorie de personnes : Cette banque s'applique aux militaires des FC actuels ou anciens ; de la Force régulière, de la Réserve en service de classe C.

But : Le but de ce fichier est de conserver : des renseignements relatifs au décès ou à l'invalidité des militaires qui sont bénéficiaires du RAARM, des renseignements sur tous les militaires, actuels et anciens, des FC, qui ont demandé une couverture du RAARM et du RAOG ainsi que des données concernant les

paiements accordés ou refusés

Usages compatibles : Cette information est strictement utilisée pour l'administration (gestion) du RAARM. Autre que ceci, il n'y a pas d'autres utilisités.

Normes de conservation et de destruction : Les dossiers sont détruits après sept années civiles suivant le décès ou l'annulation de la couverture.

No. ADD : 98/005

Renvoi au dossier # : MDN DRA 450

Enregistrement (SCT) : 000177

Numéro de fichier : MDN PPE 808

Les comités de révision/Procédés - Nominations des officiers supérieurs à un collège de commandement et d'état-major

Description : Ce fichier contient les résultats des comités convoqués et des procédés suivis pour étudier les nominations des officiers supérieurs, choisis un cours d'un collège de commandement et d'état-major. Les rapports du comité comprennent : les comptes rendus, une liste des officiers choisis en premier et en second, les observations et les conclusions. Les personnes qui désirent consulter ces dossiers doivent indiquer : le code d'emploi militaire, les détails relatifs au comité tels que l'année, l'endroit, le grade, le nom du Collège d'état-major, leurs noms et prénoms, le numéro matricule.

Catégorie de personnes : Cette banque s'applique aux officiers des FC.

But : Ce fichier sert à consigner les résultats d'un processus pour choisir les officiers qui sont aptes à suivre les cours du Collège d'état-major et de commandement.

Usages compatibles : Aux officiers sélectionnés inscrit à un collège de commandement at d'état-major.

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans pour fins statistiques, puis détruits.

No. ADD : 98/005

Renvoi au dossier # : MDN CNS 520

Enregistrement (SCT) : 000190

Numéro de fichier : MDN PPE 821

Les comités de sélection des programmes militaires de promotion au rang d'officier

Description : Cette banque se compose des comités de sélection pour les programmes suivants de formation d'officiers administrés par le Directeur général – Carrières militaires (DGCM) : le Programme d'intégration (officiers sortis du rang) et le Programme de nominations spéciales au cadre d'officiers (PNSCO) à compter de 1986. Les banques suivantes sont

de naissance, le nom et le prénom, le numéro d'identifier le dossier particulier, y compris l'unité et l'endroit où la cause a été entendue, la date approximative de l'incident et le numéro matricule.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN et aux autres personnes qui travaillent au MDN/FC.

But : Ce fichier a pour but d'émagasiner les renseignements nécessaires qui permettent le traitement de plaintes reliées au harcèlement au travail, d'établir s'il y a vraiment un cas de harcèlement et dans l'affirmative, à déterminer les mesures appropriées, en particulier des mesures disciplinaires, pour donner suite aux situations de harcèlement et les résoudre pour appuyer toutes les mesures administratives et (ou) disciplinaires prises relativement à la situation et aux membres aux employés et aux autres personnes impliquées.

Usages compatibles : Afin d'appuyer le but du MDN qui est de supprimer au complet la fréquence de cas d'harcèlement, les résultats et les recommandations des enquêtes d'harcèlement peuvent être divulgués au plaignant(e) et à la personne intimée. Toutes mesures disciplinaires ou administratives prises contre une personne trouvée coupable peuvent aussi être divulguées au plaignant(e) si approprié. Ces renseignements doivent constituer un dossier distinct et ne pas être placés dans le dossier personnel. Lorsque, à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements doivent être transférés à la fiche de conduite des militaires et au fichier des mesures disciplinaires pour les employés civils du MDN. Les renseignements contenus dans ce fichier peuvent être utilisés à des fins statistiques et relativement à un grief, une plainte en vertu de la Loi canadienne sur les droits de la personne ou une plainte à la commission de la fonction publique du Canada ou toute autre forme d'enquête relativement à une plainte ou dans le cas de poursuites, le cas échéant. Les résultats des enquêtes au sujet de la personne intimée lorsque les plaintes sont fondées, et les plaignants, lorsqu'il s'agit d'une plainte faite de mauvaise foi, peuvent être utilisés à des fins de sélection de personnes.

Normes de conservation et de destruction : Les dossiers sont conservés cinq ans après les formalités administratives, archivés pour trois années additionnelles après quoi ils peuvent être ou détruits avec le consentement de l'archiviste

national.

No. ADD : 98/005

Renvoi aux dossiers # : MDN ACP 605, MDN CNS 520 et DDN SPC 600

Enregistrement (SCT) : 003005

Numéro de fichier : MDN PPE 875

Indemnités d'instruction des personnes à charge

Description : Cette banque des données comprend une base de données dans lesquelles on peut trouver de l'information concernant les indemnités d'instruction et frais connexes à l'égard des personnes à charge du personnel du MDN en service au Canada. Cette information comprend : l'année scolaire pertinente à laquelle correspond l'indemnité, les indemnités autorisées, le lieu d'affectation, les nom(s) et date(s) de naissance des personnes à charge, le numéro matricule et le nom du personnel du MDN. On peut avoir accès aux dossiers en indiquant : le nom, le numéro matricule. On identifie les dossiers au moyen : des nom(s) et des date(s) de naissance des personnes à charge, du numéro matricule, du nom du militaire du MDN.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux personnel civil travaillant pour le MDN à l'extérieur du Canada, et aux enseignants en prêt de service des conseils scolaires municipaux du Canada recevant des indemnités.

But : Cette banque a pour but de suivre les demandes d'indemnité, et les autorisations des indemnités d'instruction et frais connexes à l'égard des personnes à charge du personnel du MDN servant au Canada comme à l'extérieur du Canada.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 10 ans avant d'être détruits.

No. ADD : 98/005

Renvoi au dossier # : MDN DPE 465

Enregistrement (SCT) : 003267

Numéro de fichier : MDN PPE 876

La relève du groupe de relève de la direction

Description : Cette banque est une base de données unique et intégrée des ressources humaines (RH). Les intéressés ont fourni volontairement les données sur les questionnaires qu'ils ont remplis, ces renseignements comprennent des données personnelles, des données sur le travail, des

Catégorie de personnes : Cette banque s'applique aux employés du fonds non public en service sur les bases, dans les unités et dans les escadres des FC et ceux qui sont directement au service de l'agence de soutien du personnel des Forces canadiennes.

But : Le but de cette banque est de conserver en mémoire les renseignements sur les employés relatifs à leur emploi, à leurs avantages sociaux et à leurs régimes de pension.

Usages compatibles : En vertu de la Loi de L'impôt sur le revenu, la Loi sur l'assurance-emploi et la Loi sur les normes de prestation de pension, la documentation à l'appui des retenues d'impôt sur le revenu, des retenues et du droit à la pension est fournie par l'agence canadienne des douanes et du revenu (impôt).

Normes de conservation et de destruction : Actuellement, les dossiers sont détruits cinq ans après le départ d'un employé s'il n'y a pas d'incidence sur les avantages sociaux ou la pension. Les dossiers où il y a une incidence sur les avantages sociaux sont conservés jusqu'à ce que la situation soit résolue tandis que les dossiers de pension sont conservés jusqu'au décès du titulaire de la pension ou de ses survivants : ils sont conservés pendant deux ans après la dernière intervention administrative.

No. ADD : 98/005

Renvoi au dossier # : MDN BSP 385

Enregistrement (SCT) : 005115

Numéro de fichier : MDN PPE 865

Formulaires de demande de service pour l'infrastructure à clés publiques (ICP)

Description : La banque en question contient : nom de famille, prénoms et initiales, signatures, numéro matricule (NM) (militaire) / code d'identification de dossier personnel (CIDP) (civil) / numéro de laissez-passer (fournisseur/employés occasionnels) y compris date d'expiration, organisation, bâtiment / emplacement, numéro de téléphone au travail, numéro de télécopieur, adresse SMTP, autorisation de sécurité y compris date d'expiration, et nom, signature et numéro de téléphone du superviseur. La banque contient également le type et le numéro de la pièce d'identité fournie avec la demande de service (une ou deux des pièces suivantes : numéro d'identification du ministère, permis de conduire, acte de naissance, passeport, carte de citoyenneté, carte santé provinciale). L'information est recueillie moyennant un formulaire de demande de service. Les dossiers sont accessibles en fournissant le NM/CIDP et

le nom au complet. Pour avoir accès à un dossier, il faut fournir la date de naissance, le nom au complet et le numéro matricule.

Catégorie de personnes : membres des FC, employés civils de la Défense nationale ainsi que les fournisseurs et les employés occasionnels exigeant un service d'ICP.

But : l'objectif de la présente banque est de gérer l'information traitant des services d'ICP, tels que l'émission, la récupération, la révocation, la désactivation, la réaction, le changement de nom, etc. L'information sert à fournir des preuves tangibles de l'identité de tous les utilisateurs de l'ICP sollicitant et obtenant des services d'ICP.

Usages compatibles : les formulaires serviront uniquement à la vérification du respect des procédures du système ou à la résolution de différends ou de questions juridiques en ce qui a trait aux activités entreprises avec l'ICP.

Normes de conservation et de destruction : Tous les dossiers sont gardés en lieu sûr dans un dépôt central à Ottawa, sont conservés pendant deux ans après le départ du particulier du ministère, et sont ensuite détruits.

No. ADD : 98/001

Renvoi aux dossiers # : MDN ACP 630

Enregistrement (SCT) : 005368

Numéro de fichier : MDN PPE 813

Harèlement

Description : Ce fichier contient de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement : les entrevues réalisées avec les plaignants et les mis en cause : les entrevues avec les témoins des incidents : les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des médiateurs, les ententes de médiation et de règlement, de mêmes que les notes et les opinions des médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsqu'une mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être transférés dans le fichier se rapportant aux mesures disciplinaires. On peut avoir accès aux dossiers en fournissant la date

date de la réception de la thèse, début et fin des cours, genre de programme, nom et lieu de l'établissement, numéro de référence pour demander l'autorisation d'inscription, numéro et date d'autorisation d'inscription, titre du cours. Militaire date de fin du service obligatoire, grade, groupe professionnel militaire et désignation, message d'affectation, nom(s), initiale(s), numéro matricule, poste visé au tableau d'effectif et de dotation. Finance code de planification financière (catégorie de rapport général), frais de scolarité, de livres et de fournitures des cours suivis, numéro du dossier. Les personnes qui veulent consulter les dossiers du fichier doivent indiquer : le grade, le groupe professionnel militaire, les noms et prénoms, le nom et lieu de l'établissement de la formation, le numéro matricule, le titre du cours et genre du programme.

Catégorie de personnes : Cette banque s'applique aux officiers et aux élèves-officiers parrainés par les FC et sélectionnés pour aller suivre des cours de troisième cycle au Collège militaire du Canada.

But : Ce fichier sert à garder des renseignements administratifs concernant les officiers et aux élèves-officiers qui participent aux études de troisième cycle afin d'aider à la dotation des postes existants au tableau d'effectif par les militaires dont le profil professionnel correspond aux exigences des postes à combler.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : À la fin de la formation du militaire, les dossiers sur support en papier sont versés aux fichiers de la banque de données (MDN PPE 818) des carrières du personnel militaire. Les dossiers informatisés sont conservés indéfiniment pour fins de statistiques.

No. ADD : 98/005

Renvoi au dossier # : MDN REI 370

Enregistrement (SCT) : 003269

Numéro de fichier : MDN PPE 878

Fichiers de renseignements personnel pour les officiers du Cadre des instructeurs de cadets.

Description : Ce fichier contient des documents et dossiers des officiers du Cadre des instructeurs de cadets (CIC). Les fichiers renferment de la documentation sur l'enrôlement, des lettres de recommandation, des documents de scolarité, des feuilles de route, des rapports de cours, des mémoires de carrière, des documents relatifs à la solde, des

appréciations de rendement, des renseignements sur les régimes de soins dentaires et médicaux, des renseignements sur l'emploi, et des fichiers de renseignements personnels ou sont inclus des données tel que numéro militaire, grade, nom, prénoms, adresses, numéros de téléphone, dates de naissance, sexe, état civil, plus proche parent, service militaire antérieur, décorations et récompenses, habiletés linguistiques, etc. Pour consulter les documents et dossiers de ce fichier, il faut indiquer : le numéro matricule, le nom et prénoms.

Catégorie de personnes : Cette banque s'applique aux officiers du cadre d'instructeurs de cadet (CIC).

But : Ces documents et dossiers personnels ont pour but de conserver des renseignements utilisés à des fins administratives durant la carrière d'un officier du Cadre des instructeurs de cadets

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Ces documents et dossiers personnels sont normalement retenus à l'Unité régionale de soutien aux cadets (URSC) d'appartenance de l'individu ou, si employé au Quartier général de la Défense nationale (QGDN), au Centre de cadets du QGDN. Suite à la libération d'un officier du CIC, l'unité d'appartenance conservera les documents et dossier personnels du militaire pour une durée de trois ans suite à quoi ils seront transmis au Archives nationales.

No. ADD : 98/005

Renvoi au dossier # : MDN DUE 565

Enregistrement (SCT) : 004440

Numéro de fichier : MDN PPE 822

Fonds non publics (FNP) : dossiers des employés

Description : Cette banque contient le nom, la demande d'emploi des candidats retenus, la date d'emploi, l'unité d'emploi, le profil de carrière, la date de naissance, le numéro d'assurance sociale de l'employé, son sexe, sa situation de famille, son salaire, son dossier d'ajustement de rémunération, les informations sur ses avantages sociaux, les renseignements sur sa pension, les rapports d'évaluation de l'employé, les plaintes des employées et les lettres de recommandations. Les renseignements, tant centralisés que décentralisés, sont tenus dans des systèmes manuels et électroniques. Pour obtenir les dossiers, il faut fournir le nom complet, le numéro d'assurance sociale, la date de naissance et l'endroit et la période d'emploi.

838) du militaire pour le reste de sa carrière. Les écoles gardent les dossiers pendant un an, puis les envoient au bureau régional des Archives nationales du Canada, où ils sont conservés un an. Toutefois, les dossiers sur les aspirants officiers qui fréquentent l'école de leadership et des recrues des FC à Saint-Jean sont gardés pendant huit mois puis envoyés au bureau régional des Archives nationales du Canada.

No. ADD : 98/001
Renvoi au dossier # : MDN REI 370
Enregistrement (SCT) : 000210
Numéro de fichier : MDN PPE 842

Dossiers sur les examens administratifs de cas

Description : Cette banque contient des renseignements personnels sur les gens qui ont fait l'objet d'examens administratifs portant sur la conduite, l'abus d'alcool, la consommation illégale de drogues, l'inconduite à caractère sexuel, le harcèlement, l'exploitation et la violence familiale ou sur la conduite raciste. Elle contient également des données sur les examens administratifs liés aux restrictions médicales à l'emploi. La documentation qui s'y trouve est liée directement au cas individuel, elle va du premier rapport de l'incident à la décision finale rendue et soumise à l'autorité approbatrice. Cette même documentation est communiquée à la personne concernée suivant l'équité procédurale au moment de l'examen administratif. La documentation peut comprendre des rapports militaires d'enquêtes policières dûment validés. Le nom et le prénom des personnes sont donnés ainsi que leur numéro matricule. Les renseignements compris dans cette banque peuvent être gardés sur papier dans des documents, sur microfilms, ou sur fichiers automatisés. Il faut fournir le nom complet et le numéro matricule pour avoir accès au dossier.

Catégorie de personnes : Les membres des Forces canadiennes.

But : Ces renseignements peuvent être utilisés par les autorités ministérielles qui se chargent des demandes de réparation d'injustices, des appels et de l'admissibilité aux prestations de retraite. Ces renseignements sont également utilisés pour la recherche, la planification, l'évaluation et pour fin de statistiques.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers compris dans cette banque sont conservés au QGDN pendant au moins deux

ans puis ils sont acheminés aux Archives nationales où ils resteront indéfiniment.

No. ADD : 98/005
Renvoi au dossier # : MDN CNS 520
Enregistrement (SCT) : 000183
Numéro de fichier : MDN PPE 814

Dossiers des stagiaires du Collège des Forces canadiennes

Description : Le fichier contient : des autobiographies, des évaluations des travaux écrits et oraux et les notes attribuées, des évaluations du rendement obtenu pendant des séances individuelles, des évaluations périodiques du rendement global, des renseignements personnels sur ces militaires et leur carrière, un état de toutes les entrevues régulières tenues avec le participant. Pour consulter ces données, il faut indiquer le grade et le titre, les noms et prénoms, le numéro matricule.

Catégorie de personnes : Cette banque s'applique : aux officiers des FC, aux employés civils du MDN, aux officiers des pays alliés et étrangers en visite au Canada.

But : L'objet de cette banque de données est de tenir un registre de dossiers temporaire sur le rendement des officiers des FC, des officiers étrangers en visite et des officiers des forces alliées, ainsi que du personnel civil du MDN et des autres fonctionnaires fédéraux qui assistent chaque année au cours de commandement et d'état-major, au cours supérieur des études militaires, au cours sur la sécurité nationale et au cours de commandement et d'état-major interarmées pour la Réserve. Cette banque sert à justifier le contenu de l'évaluation officielle des cours de chaque étudiant.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers sont détruits après dix années.

No. ADD : 98/005
Renvoi au dossier # : MDN REI 370
Enregistrement (SCT) : 000211
Numéro de fichier : MDN PPE 843

Dossiers sur les participants militaires aux études de troisième cycle

Description : Ce fichier contient des renseignements d'ordre personnel ou portant sur des cours de troisième cycle suivis par les officiers au Collège militaire royal du Canada tels que : Cours catégorie de l'établissement d'enseignant, code de qualification spécialiste (CQS), codes numériques "FMS/WCN" s'il s'agit des cours militaires donnés aux États-Unis, date d'affectation et

un groupe. Les résultats pertinents d'analyses portant sur le statut médical ou la qualité des soins donnés à des groupes d'individus peuvent être fournis aux personnes impliquées et/ou aux autorités responsables du MDN/CF.

Normes de conservation et de destruction : Un an après la date de libération du militaire, les dossiers sont transférés au Archives nationales du Canada. Ces dossiers demeurent la responsabilité du MDN: toute demande de renseignements personnels devra donc être acheminée au MDN. Les normes de conservation et de destruction des dossiers médicaux des dépendants devront être conformes à la Loi sur les hôpitaux de la province où le dossier a été créé. Les normes de conservation et de destruction des dossiers médicaux des dépendants initiés à l'extérieur du Canada seront en accord avec la Loi sur les hôpitaux publics de l'Ontario.

No. ADD : 98/005
Renvoi au dossier # : MDN BSS 490
Enregistrement (SCT) : 004316
Numéro de fichier : MDN PPE 810

Dossiers personnels - Cadets de la marine, de l'armée et de l'air

Description : On y trouve : le formulaire CF 1158, Demande d'admission – Organismes de cadets, le formulaire CF 51 - Demande de participation et approbation – Activités de cadets (Emploi – Cours – Échange) le formulaire CF 910 (maintenant discontinuée – contenu inclus dans le formulaire CF 1158). Déclaration de santé – Aspirants cadets le formulaire CF 1364, - Rapport de cours - Cadets de la marine, de l'armée et de l'air, des dossiers relatifs : aux activités de cadets (emploi, cours, échange), aux affectations, aux cours de qualification, aux promotions, à la solde. Les formulaires précités sont contenus dedans et les données sont inscrites sur le CF 1398 – Certificat de service – pour les Cadets de la Marine royale du Canada : le DND 1888 – États de service – pour les Cadets royaux de l'armée canadienne : et le CF 1322 – États de service, et DND 1964 – Fiche de renseignements du cadet – pour les Cadets de l'Aviation royale du Canada. On peut y avoir accès en donnant : la date de naissance, le nom au complet, le numéro matricule, le numéro, nom et emplacement du corps ou escadron de cadets.

Catégorie de personnes : Ce fichier s'applique aux cadets de la marine, de l'armée et de l'air du Canada.

But : Ce fichier a pour but de conserver des renseignements sur les cadets de la marine, de

l'armée et de l'air qui font ou ont fait partie de l'une des Organisations de cadets du Canada tel que défini dans Ordres et Règlements royaux des Cadets du Canada (OR (Cadets)), à compter de la date d'adhésion jusqu'au moment où le cadet quitte l'organisation.

Usages compatibles : Ces dossiers personnels sont utilisés pour la progression du cadet à l'intérieur de l'organisation. Le ministère du Revenu national (Impôt), conformément à la Loi de l'impôt sur le revenu a besoin du numéro d'assurance sociale aux fins de l'impôt et de la solde, lorsqu'un cadet est employé comme cadet-cadre.

Normes de conservation et de destruction : Lorsqu'un cadet termine son service de cadet, toutes les cases vides du Certificat/État de service sont complétées ou barrées et le Certificat/État de service est signé par le commandant. Le Certificat/État de service en entier est photocopié et la photocopie est maintenu par l'unité de cadet pour 5 ans au minimum et alors peut être détruit.

No. ADD : 98/005
Renvoi au dossier # : MDN FRC 340
Enregistrement (SCT) : 000207
Numéro de fichier : MDN PPE 839

Dossiers sur le personnel - instruction

Description : Ce fichier contient des compte rendus : de leur comportement et de leur tenue, de leur rendement aux cours, des renseignements personnels sur les militaires. Pour consulter ce fichier, il faut indiquer : le code d'emploi militaire, le cours suivi, le grade, l'école fréquentée, les noms et prénoms, le numéro matricule.

Catégorie de personnes : Cette banque s'applique aux militaires des FC.

But : Le fichier a pour objet de tenir des dossiers sur tous les militaires recevant une formation individuelle aux écoles des FC, exception faite des collèges militaires et des collèges d'état-major. Les dossiers permettent aux écoles des FC d'avoir accès à des renseignements sur les candidats et fournissent au personnel de ces écoles des données pertinentes qui servent à conseiller les participants et à préparer les comptes rendus finals.

Usages compatibles : L'information peut être employée pour justifier des qualifications.

Normes de conservation et de destruction : Les dossiers sont détruits après deux ans, car les renseignements qu'ils contiennent figurent dans le compte rendu officiel sur le cours, que l'on garde dans le dossier des RAR (MDN PPE

dossiers sont transférés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro AN PPE 721.

No. ADD : 98/005

Renvoi au dossier # : MDN DSD 510

Enregistrement (SCT) : 004317

Numéro de fichier : MDN PPE 811

Dossiers du juge-avocat

général/successions militaires

Description : Ce fichier renferme les

documents suivants : correspondance indiquant le nom des bénéficiaires, des exécuteurs, des administrateurs nommés par la cour et de l'avocat chargé de l'administration de la succession, dossiers financiers faisant état des avoirs en espèces qui constituent la succession du militaire, renseignements sur la distribution de ces avoirs et des effets personnels qui font également partie de la succession du militaire, correspondance échangée ultérieurement entre le Directeur des successions et les unités militaires sur le rassemblement, la protection et l'expédition autorisée des effets personnels du défunt, correspondance échangée entre le Directeur des successions et les bénéficiaires, exécuteurs, administrateurs désignés par la cour et l'avocat représentant la succession au sujet du processus administratif à suivre pour distribuer la succession du militaire. Pour consulter ces dossiers, il faut indiquer : les noms et prénoms, la date de décès et le numéro matricule.

Catégorie de personnes : Cette banque s'applique aux militaires décédés de la Force régulière et de la Réserve en service de classe «B» ou «C», qui étaient en service actif au moment du décès.

But : Cette banque a pour objet de documenter les mesures prises en vue d'administrer la succession militaire de membres des FC qui étaient en service actif au moment du décès.

Normes de conservation et de destruction : Les dossiers doivent être gardés jusqu'à ce que le Directeur des successions ait pris toutes les mesures nécessaires, puis ils sont transférés au Centre national des documents du personnel aux Archives nationales du Canada, où ils sont placés dans la banque de données AN PPE 716.

No. ADD : 98/001

Renvoi au dossier # : MDN JAG 015

Enregistrement (SCT) : 000220

Numéro de fichier : MDN PPE 856

Dossiers médicaux

Description : Ce fichier contient les avis médicaux sur l'aptitude des militaires des FC

régulières à exercer leurs fonctions, ainsi que des rapports sur les traitements médicaux en cours y compris ceux des hôpitaux des FC. Le fichier renferme également : des avis, des commentaires, des dossiers médicaux, des données sur des examens et des tests spéciaux. Dossiers militaires : Les personnes qui désirent les consulter doivent indiquer : le numéro militaire, le grade, les noms et prénoms, la date de naissance, le code d'emploi militaire l'hôpital des FC avec les dates d'admission et de libération a date de libération des FC. Dossiers des personnes à charge : Pour ce qui est des dossiers des personnes à charge, il faut indiquer : le nom du militaire en question, son numéro militaire, le nom du dépendant, la date de naissance du dépendant et son lien de parenté avec le militaire.

Catégorie de personnes : Cette banque

s'applique : aux militaires des FC, à leur dépendants, aux personnes ayant droit aux services médicaux des FC et aux anciens militaires des FC.

But : Les dossiers servent de matériel de référence pour le traitement médical et les décisions médicales ou administratives relatives aux carrières et pensions.

Usages compatibles : L'information comprise dans cette banque peut être divulguée à une enquête sommaire sur la mort ou la lésion d'une personne, dans les cas où une enquête sommaire ou une commission d'enquête est prescrite par les Ordonnances et règlements royaux applicables aux Forces canadiennes, à une commission d'enquête, à la police militaire et à des organismes d'enquête précis dans le but de tenir une enquête licite, aux autorités provinciales et municipales conformément aux lois en vigueur, et suivant les besoins aux fins d'utilisation dans le cadre d'un procès. Elles peuvent aussi être divulguées aux professionnels des soins de santé dans le but de donner des soins médicaux, au personnel approprié du Bureau des Anciens Combattants du Canada dans le but d'évaluer et de traiter les réclamations tombant sous la loi sur les Pensions. Dans l'accomplissement de ses fonctions concernant la médecine du travail et la médecine publique, les informations contenues dans la banque de données peuvent être divulguées aux membres du réseau professionnel technique du Médecin-chef qui sont responsables de réviser le statut médical ou les soins de santé donnés à un individu ou à

Archives nationales après 5 années civiles.
Certains dossiers peuvent être conservés pendant plus longtemps si on juge qu'ils ont une valeur d'archive ou si on croit que le dossier a une valeur historique pour le MDN. Les dossiers qui n'ont pas été jugés d'être significatifs ont été conservés hors du QGDN et ont été détruits 2 ans après la dernière action judiciaire ou administrative.

No. ADD : 2000/014
Renvoi au dossier # : MDN RMS 085
Enregistrement (SCT) : 000203
Numéro de fichier : MDN PPE 835

Dossier personnel de l'escadron - Aspirants officiers

Description : Le dossier personnel de l'escadron contient : des comptes rendus sur la formation scolaire et militaire reçue, des notes des orienteurs, des précisions sur les décisions administratives et disciplinaires prises, des renseignements sur les réalisations du militaire, les récompenses reçues, les séances d'orientation qui ont eu lieu. Pour consulter les dossiers du Collège militaire royal (CMR) il faut indiquer : les années où celui-ci a été fréquenté, les nom et prénoms, l'année de son départ est essentielle lorsque que l'on demande des renseignements, le numéro matricule ou le numéro du collége. Etudiant Pour avoir accès aux dossiers il faut présenter des pièces d'identité valides pendant que le militaire fréquente ce collége.

Catégorie de personnes : Cette banque s'applique aux aspirants officiers qui fréquentent le collége militaire royal.
But : Ce fichier a pour but de tenir un dossier des progrès et réalisations militaires et scolaires des aspirants officiers qui fréquentent le collége militaire royal. Les dossiers sont utilisés quotidiennement par les commandants d'escadron et environ 1000 militaires en font l'objet à tout moment donné.

Usages compatibles : Il n'existe pas d'usages compatibles
Normes de conservation et de destruction : Les dossiers sont conservés au collége pendant cinq ans après l'obtention du diplôme et ils sont ensuite détruits.

No. ADD : 98/005
Renvoi au dossier # : MDN REI 370
Enregistrement (SCT) : 000213
Numéro de fichier : MDN PPE 845

Dossiers de formation des officiers de sélection du personnel (O Sel P)

Description : Ce fichier contient : des diplômes, des lettres d'appréciation et

messages d'affectation et d'avancement, des rapports : concernant l'emploi spécial, de fin de cours, de fin d'études supérieures, de formation de spécialiste militaire et non militaire, de biographiques. Les personnes qui désirent consulter les dossiers du fichier doivent indiquer : grade, nom, numéro matricule.
Catégorie de personnes : Cette banque s'applique aux officiers de sélection du personnel de la Force régulière et de la Force de Réserve.
But : Ce fichier aide à la sélection des O Sel P pour fins de formation et de développement professionnel ainsi qu'à la sélection des militaires ayant les qualités requises pour travailler à titre d'instructeur ou de surveillant.

Usages compatibles : Il n'existe pas d'usages compatibles.
Normes de conservation et de destruction : Les dossiers sont conservés par le MDN jusqu'à ce que l'individu ait atteint l'âge de retraite obligatoire ou le grade de lieutenant-colonel, puis sont détruits.
No. ADD : 98/005
Renvoi au dossier # : MDN CNS 520
Enregistrement (SCT) : 003268
Numéro de fichier : MDN PPE 877

Dossiers dentaires

Description : Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des FC régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve : des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux, des dossiers médicaux et dentaires. Pour consulter ces dossiers, il faut indiquer : la date de naissance, leur grade, leurs noms et prénoms, leur numéro matricule.
Catégorie de personnes : Cette banque s'applique aux militaires des FC.

But : Les dossiers dentaires servent, de façon continue : pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière, à des fins d'identification médico-légale durant le service au sein des FC ou par la suite.

Usages compatibles : Il n'existe pas d'usages compatibles.
Normes de conservation et de destruction : Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Une an après la date de libération des FC, les

carrière, le choix de l'uniforme, fiches de (provisoires et définitifs), rapports d'appréciation du rendement de la Force de réserve, rapports de cours, renseignements généraux sur l'emploi. Les dossiers n'ayant pas été remplacés et qui sont utilisés pour la gestion du personnel sont gardés pendant toute la durée de la carrière du militaire. Les autres dossiers sont éliminés. Les personnes qui désirent consulter le fichier doivent indiquer : le grade, les noms et prénoms, le numéro matricule, l'unité.

Catégorie de personnes : Cette banque s'applique aux militaires : de la Force régulière, de la Force de réserve.

But : Le fichier contient le double d'accompagnement des dossiers sur tous les militaires du personnel de l'effectif à compter de la date d'engagement jusqu'à la libération.

Usages compatibles : L'information de ce fichier est utilisée pour établir les états nominatifs du personnel de l'effectif aux unités. Conformément à la Loi électorale du Canada, les listes des électeurs des FC et de leurs électeurs à charge (y compris leurs numéros d'assurance sociale) sont établies à partir des déclarations de résidence ordinaire. Selon la Loi, les listes doivent être envoyées au Directeur général des élections après l'émission des brefs ordonnant la tenue d'une élection générale. Les états nominatifs sont produits à partir de l'information contenue dans ce fichier à chaque unité.

Normes de conservation et de destruction : Lorsqu'un membre de la force régulière est libéré, ce dossier est intégré électriquement au «Dossier d'information personnel du membre des FC» (banque d'information MDN PPE 818) Les dossiers sont transférés au Centre des documents du personnel aux Archives nationales du Canada : pour les militaires de la Force régulière des FC nombre d'années après la libération cinq ans, pour les militaires de la Force de réserve des FC nombre d'années après la libération trois ans. Les dossiers deviennent partie intégrante du fichier numéro AN PPE 716.

No. ADD : 98/005 et 2000/019

Renvoi au dossier # : MDN CNS 520

Enregistrement (SCT) : 000204

Numéro de fichier : MDN PPE 836

Dossier d'enquête de la police militaire

Description : Cette banque contient des renseignements personnels sur les individus qui ont été impliqués dans un incident, ayant fait

l'objet d'enquêtes par la police militaire (ou portés à l'attention de la police militaire par une autre service de police). Les dossiers des procès-verbaux d'enquête de la Police militaire (DPVEPM) pourraient inclure des renseignements personnels comme des noms, adresses, numéros de téléphone, dates de naissance, pays de naissance, citoyenneté, numéros de CDP, numéros de service, situation de famille, origine ethnique, et/ou marques physiques distinctes. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, l'emplacement et la date et le numéro matricule ou le code d'identification de dossier personnel (non obligatoire) et le type d'incident ou de délit. **Catégorie de personnes :** Cette banque s'applique aux membres des FC, aux employés civils du MDN et aux membres du public impliqués dans un incident s'étant produit sur un établissement du MDN, qui a été sujet d'une enquête par une autorité d'enquête compétant et où l'information a été communiquée à la police militaire).

But : Ces renseignements sont utilisés pour aider à déterminer si un délit de nature criminelle ou militaire a été commis et fournir les résultats pour les enquêtes de la police militaire aux autorités départementale (MDN) appropriées.

Usages compatibles : Les renseignements contenus dans les dossiers d'enquête de la police militaire peuvent être utilisés pour appuyer d'autres enquêtes, soient par la police militaire ou par des agences de police civiles au niveau de la détection, de la prévention ou de la suppression de la criminalité en général, les mesures disciplinaires, les appels, les poursuites au civil, les pensions l'indemnisation des victimes d'actes criminels, les analyses de carrière, les recherches, les enquêtes de sécurité et de sûreté, et les analyses et évaluations statistiques. Tout incidents désignés/classifiés Protégé B et générés après 2001 sur le Système d'information – Sécurité et police militaire (SISPM) sont conservés indéfiniment. En plus, les incidents significants désignés Protégé B et générés après 1994 sont aussi conservés indéfiniment. Avant 1994, les copies en papier des dossiers qui ont été détenues ay QGDN qui ont été classifiées/désignées plus haut que Protégé B et des incidents significants ont été transférées aux

l'enregistrement antérieur d'empreintes digitales ainsi que les dates de tout emploi antérieur dans les Forces canadiennes, la Gendarmerie royale du Canada ou la Fonction publique. Les personnes qui désirent consulter leur dossier doivent fournir comme preuve de leur identité une empreinte à l'encre noire (indiquez le doigt et la main), leur nom au complet, leur date de naissance, leur numéro matricule (NM) / civil (CIPD).

Catégorie de personnes : Membres des Forces canadiennes : employés civils de la Défense nationale et personnel des Forces alliées en service au Canada.

But : Ce fichier sert purement à fournir un moyen infallible d'identification du personnel qui aurait pu être victime de blessures sérieuses, d'amnésie ou de mort en temps de guerre et de paix.

Usages compatibles : Utilisé pour fins d'identification du personnel seulement.

Normes de conservation et de destruction : Les dossiers des militaires des FC et des employés civils du MDN sont conservés par le MDN pendant cinq ans suivant la libération, puis ils sont détruits. Les dossiers des individus décédés sont détruits deux ans après la date du décès. Les dossiers du personnel des Forces alliées sont détruits après l'expiration de la période d'affectation au Canada. Les empreintes du personnel civil ne sont habituellement prises que dans deux circonstances : lorsqu'un employé travaille dans un lieu présentant un risque élevé et que le commandant en poste ordonne que des empreintes soient prises : lorsqu'un employé est déployé pour une opération des FC ou sur un théâtre d'opérations.

No. ADD : 98/001
Renvoi au dossier # : DND MIS 085
Enregistrement (SCT) : 000170
Numéro de fichier : MDN PPE 801

Dossier des pensions

Description : Ce fichier contient : des données concernant l'état civil de militaires des FC et des personnes à leur charge, des formules de demande de pensions, des preuves de service antérieur, des renseignements et des pièces de correspondance touchant les pensions, de l'information sur les paiements, sur le partage de pension en ce qui a trait au décès des anciens membres des FC et sur les paiements aux survivants. Pour consulter ces dossiers, il faut indiquer : les noms et prénoms, le numéro matricule.

Catégorie de personnes : Ce fichier s'applique

aux militaires des FC, ainsi qu'aux survivants. **But :** Ce fichier sert à : déterminer les prestations de retraite revenant aux militaires des FC (Force régulière) au moment de leur libération, des fins de recherches statistiques, de planification, d'exécution et d'évaluation des politiques gouvernementales en matière de personnel, relatives aux pensions et à la retraite par limite d'âge.

Usages compatibles : En vertu de la Loi de l'impôt sur le revenu, les documents à l'appui de l'admissibilité à la pension, y compris le numéro d'assurance sociale, sont fournis au ministère des Travaux publics et Services gouvernementaux Canada (ASC PPE 701, Base de données du système des pensionnés) aux fins d'émission des chèques de pension ainsi qu'au ministère du Revenu national (impôt) pour le fichier RCI PPU 005, Déclaration d'impôt sur le revenu des particuliers.

Normes de conservation et de destruction : Les dossiers sont gardés par le Directeur traitement des comptes soldes et pensions, jusqu'à la libération du militaire puis ils sont envoyés au Archives nationales du Canada où ils deviennent partie intégrante du fichier numéro AN PPE 719.

No. ADD : 98/005 et 96/024
Renvoi au dossier # : MDN BDF 765
Enregistrement (SCT) : 000223
Numéro de fichier : MDN PPE 859

Dossiers du personnel militaire des unités

Description : Ce fichier contient des : actes de séparation, certificats de naissance et de mariage, des preuves de changement de nom, citoyenneté Canadienne, la langue d'instruction des enfants à change, changement de profil médical (cf2088), condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), déclarations de résidence ordinaire, documents ayant trait aux versements obligatoires, documents sur l'enrôlement, dossier des emplois à l'unité (DEU), enveloppes d'évaluation de conditionnement physique, documents concernant l'attestation d'habilité de sécurité, demande de mutation pour raison de famille, demandes de prises en considération spéciales, rapport de cours lettre de recommandation et de récompense, contrôle du personnel en vue d'une affectation outre-mer, relevé de notes et nouveau certificat d'étude, rapports de l'officier de sélection du personnel, messages d'affectation et affectation temporaire, message de promotion, re-engagement, les fiches de décisions du Conseil médical de révision de

rapports de l'officier de sélection du personnel ainsi que du travailleur social de région, rapports de mise en garde et de surveillance, réengagement (et plans de déroulement de carrière), service antérieur, l'affiliation réglementaire, le choix d'uniforme, des décisions, des déclarations, des délégations de pouvoirs, la division du port d'attache, des documents relatifs aux changements d'insignes du régiment, des dossiers de contrôle du personnel choisis en vue d'une affectation outre-mer ou d'une charge comme instructeur ou agent de recrutement, des documents concernant les promotions et les recommandations de promotion, les ratifications, des documents relatifs au retrait du statut suppléant ou provisoire au ré-enrôlement, et les recommandations et décision des Révisions Administratives. Ce fichier peut aussi inclure des documents relatifs à une perte humaine. Pour consulter ce dossier, il faut indiquer : le numéro matricule, le nom, et la date de naissance.

Catégorie de personnes : Ce fichier

s'applique aux militaires des FC.

But : Ce dossier électronique a pour objet

d'enregistrer des renseignements importants

relatifs à la carrière des militaires à compter de

leur enrôlement jusqu'à leur libération. Il est

destiné à l'usage des personnes qui s'occupent

de gestion du personnel ou d'administration du

personnel de la Force régulière des FC.

Usages compatibles : Étayer les décisions

ayant trait aux promotions, aux mutations, aux

rétrogradations, à l'aide aux employés, aux

mesures disciplinaires et à la fin de l'emploi.

Normes de conservation et de destruction :

Les dossiers sont gardés pendant cinq années

à compter de la date de libération du militaire

des FC, puis transférés au Archives nationales

du Canada. Les copies imprimées de dossiers

datant avant 1976 ne sont pas disponibles en

ce moment mais des arrangements seront

apportés pour permettre de voir les dossiers.

No. ADD : 98/005 et 2000/019

Renvoi au dossier # : MDN CNS 520

Enregistrement (SCT) : 004249

Numéro de fichier : MDN PPE 818

Dossier des articles de la solde

Description : Ce fichier permet au Système

central de calcul de la solde (SCCS) et le

Système de Solde Révisé de la Réserve(SSRR)

de calculer et d'enregistrer la solde et les

déductions applicables. Ce fichier contient :

paiements figurant sur feuilles d'émargement,

délégations de solde à des tiers, documentation

ayant trait aux versements obligatoires, cotisations au Régime des rentes et à l'assurance-emploi, déductions telles qu'impôt sur le revenu, primes d'assurance médicale et cotisations au régime de pension et données sur la solde et les indemnités touchées par les militaires actuels et anciens, incluant les records de participation de la réserve. Pour consulter les dossiers de ce fichier, il faut indiquer : le nom et prénoms, et le numéro matricule.

Catégorie de personnes : Ce fichier s'applique

aux militaires des FC (Force régulière et

Réserve).

But : Ce fichier a pour but de : enregistrer les

dossiers de solde individuels des militaires des

FC (force régulière et force de réserve), assister

dan la récupération des dettes dues à la

Couronne par l'intermédiaire d'agences,

rassembler l'information pour recherches

statistiques, évaluer, planifier et exécuter les

politiques gouvernementales en matière de

personnel, relatives à la solde et aux indemnités.

Usages compatibles : En vertu de la Loi de

l'impôt sur le revenu, de la Loi sur l'assurance-

emploi et du Régime de pensions du Canada,

les documents à l'appui de la solde et des

retenues (y compris le numéro d'assurance

sociale), sont fournis à : ministère des Travaux

publics et Services gouvernementaux Canada,

ministère du Revenu national (impôt), agents

désignés du MDN (par exemple agences de

recouvrement, ministère de la Justice, autres

ministères fédéraux)

Normes de conservation et de destruction :

Les données du fichier central de la solde était

enregistrées sur microfilms à intervalles

réguliers et détruits après 54 ans. Depuis 1976,

ils sont conservés sur des disques/rubans et

No. ADD : à venir.

Renvoi au dossier # : MDN BDF 765

Enregistrement (SCT) : 003788

Numéro de fichier : MDN PPE 858

Dossier des empreintes digitales à la

Défense nationale

Description : Ce fichier contient les

renseignements suivants, les empreintes

digitales, le numéro matricule (NM), civil CDP,

le nom et prénoms, la signature, le sexe, la date

et lieu, de naissance, de l'enrôlement et

d'établissement de la fiche d'empreintes

digitales, l'occupation ou métier, la couleur des

cheveux et des yeux, la taille, le poids, le teint,

les cicatrices, les amputations, les taches de

naissance, les difformités et les tatouages:

les noms et observations de ses employeurs précédents et leurs observations, les noms des personnes citées à titre de référence et leur remarque, dans la mesure du possible, les noms et occupations des associés et de ses contacts sociaux, des renseignements personnels traitant du sujet et de sa famille immédiate. Les renseignements contenus dans ce fichier servent à déterminer si une personne qui a accès à des renseignements protégés répond aux exigences de vérification sécuritaire. On peut obtenir les dossiers en donnant: la date de naissance de l'individu, les initiales, le nom de famille. Cependant, la personne qui a quitté la Défense nationale avant 1990 doit aussi fournir son numéro d'assurance social.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux employés du MDN (anciens et actuels). Conformément au processus de tirage et d'habilitation relative à la fiabilité, le fichier peut contenir des renseignements sur des personnes autres que celles faisant l'objet de l'évaluation de sécurité ou d'habilitation relative à la fiabilité.

But : Ce fichier a pour objet de conserver des documents d'enquête servant : à évaluer la loyauté envers le Canada, et l'honnêteté d'une personne qui a eu ou doit avoir accès à des documents classifiés en vue de l'octroi d'une autorisation de sécurité ministérielle ainsi que des documents, à évaluer l'honnêteté d'une personne, préalablement à l'engagement, afin que cette personne puisse avoir accès à : des biens de valeur, du matériel dangereux dont elle assurerait la garde et la surveillance, des renseignements de nature délicate. Ce fichier renferme des renseignements personnels sur les personnes qui sont ou qui ont été soumises à des procédures de tirage sécuritaire relatives à l'engagement au sein du CF/MDN ou nécessitant l'accès à des renseignements et des biens protégés. Lors de la prise de décisions au sujet du niveau de l'autorité de sécurité, les institutions ne peuvent se référer qu'aux informations contenues dans cette banque et non aux informations d'enquête contenues dans la banque du SCRS.

Usages compatibles : Les données peuvent être utilisées dans le cadre de situations qui, pour des motifs raisonnables, constituent des menaces envers la sécurité du Canada ou du MDN. Ils peuvent également être utilisés au cours d'enquêtes licites. Des renseignements sur le contrôle de sécurité du personnel peuvent être demandés ou transférés à d'autres agences/ministères à la demande des bureaux

de sécurité des différents ministères à des fins d'emploi.

Normes de conservation et de destruction : Tout les registres du personnel sont conservés pour une période de minimum de dix ans à compter de la date de la dernière action administrative au dossier de vérification. Tous les registres de fiabilité pour le personnel en rapport seulement à la fiabilité et qui n'ont pas été employés sont conservés pendant une période minimum de deux ans et sont puis détruits.

No. ADD : 98/001

Renvoi aux dossiers # : MDN ACP 630, MDN CNS 520 et MDN RMS 085

Enregistrement (SCT) : 004010

Numéro de fichier : MDN PPE 834

Dossier de renseignements personnels des membres des Forces canadiennes

Description : Ce fichier contient des documents obtenus lors de l'enlèvement et/ou lors de la mutation à la Force régulière ainsi que des copies de la correspondance ou documents ayant trait à la carrière des militaires comme : la date et la province de naissance, l'état civil au moment de l'enlèvement, l'état s de service (réserve), la langue d'instruction préférée de ces derniers, des preuves de changement de nom, des protocoles d'entente, le serment prêté ou l'affirmation solennelle prononcée au moment de l'enlèvement, profil médical à l'enlèvement, le sexe et l'année de naissance des enfants à charge, avancement, avis de libération projetée, certificats d'études ou relevés de notes, changement de spécialité, condamnations pour infractions aux lois civiles (sauf lorsqu'un pardon a été accordé), contrôle du personnel en vue d'une affectation (OAF/C 20-50 annexe A), rapports de cours, lettre de recommandation et de récompenses, curriculum vitae, décisions des cours martiales, demandes de prises en considération spéciales, documents concernant l'attestation d'habilité de sécurité, de fiabilité (Programme de fiabilité du personnel), documents médicaux comme les formulaires de mise en rapport et les fiches de décisions du Conseil médical de révision des carrières, formulaires d'enlèvement, formules de consentement à servir, état de service actuel, demandes d'affectation pour convenances personnelles, instructions concernant la libération, instructions sur l'affectation aux cours, lettres de référence, messages d'affectation et de service provisoire, préférences en fait de congés à l'âge de la retraite obligatoire, relevés des heures de vol,

renseignements suivants sur : les personnes à charge le nom, la date de naissance, le lien de parenté avec le militaire, le militaire les noms et prénoms, le grade et le code d'emploi militaire, le numéro matricule.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, les personnes à charge supplémentaire des militaires.

But : Ce fichier constitue un dossier sur les personnes à charge supplémentaire des militaires des FC en poste à l'extérieur du Canada aux fins du remboursement des frais médicaux et des frais d'hospitalisation.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers sont détruits après deux années civiles.

No. ADD : 98/005

Renvoi au dossier # : MDN DRA 450

Enregistrement (SCT) : 000178

Numéro de fichier : MDN PPE 809

Désignation des prisons militaires et des Casernes de détention

Description : Ce fichier renferme les dossiers relatifs aux personnes qui ont été incarcérées dans des prisons et casernes de détention militaires. Le personnel de garde se sert de ces dossiers remplis à des fins administratives et de contrôle pendant l'incarcération d'une personne purgeant une peine. Parmi ces dossiers on retrouve ceux qui portent sur : l'admission, la discipline, l'entretien des effets personnels, la remise de peine, la libération. On peut obtenir les dossiers en donnant : les dates d'incarcération, le lieu, le nom, le numéro d'identification de détention, le numéro matricule.

Catégorie de personnes : Cette banque s'applique aux personnes qui sont ou ont été incarcérées dans des prisons et des casernes de détention militaires.

But : Ce fichier sert : à contrôler les documents administratifs et juridiques relatifs à l'incarcération d'une personne, à inscrire toute mesure disciplinaire prise à son égard, à assurer le respect des politiques et modalités relatives à l'administration de l'incarcération d'un détenu, le processus de prise de décision relatif à ce nombre de jours et à faciliter le calcul du nombre de jours de remise de peine obtenus par un détenu.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les documents que renferme ce fichier sont détruits deux ans après leur dernière utilisation administrative.

No. ADD : 98/001

Renvoi au dossier # : MDN ACP 630

Enregistrement (SCT) : 001765

Numéro de fichier : MDN PPE 863

Histoire, Patrimoine et Distinctions Honorifiques

Description : Ce fichier contient : une liste du personnel ayant reçu des distinctions et récompenses militaires, à un certain nombre de cérémonies militaires concernant : des activités connexes comme les cérémonies commémoratives de l'unité, les citoyennetés d'honneur, des édifices, le gouverneur général, des navires, la royauté. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, la date et l'événement en question, le grade et le code d'emploi militaire, les noms et prénoms.

Catégorie de personnes : Cette banque s'applique aux : militaires des FC, employés civils du MDN.

But : Ce fichier a pour but d'établir et de tenir un dossier : des distinctions et récompenses décernées aux militaires des FC, d'un certain nombre d'activités liées aux cérémonies de la Défense nationale.

Usages compatibles : Il n'y a aucune autre à utilisation conforme.

Normes de conservation et de destruction : Les dossiers sont gardés pendant cinq années civiles, puis transférés aux Archives nationales du Canada.

No. ADD : 98/005

Renvoi aux dossiers # : MDN DDC 420, MDN DDC 445

Enregistrement (SCT) : 000192

Numéro de fichier : MDN PPE 823

Dossier d'enquête sur la sécurité et vérification relative à la fiabilité

Description : Ce fichier contient : des analyses de sécurité des rapports d'enquête, les appels logés du Comité de surveillance des activités de renseignements de sécurité, des casiers judiciaires, des documents générés par le Comité de révision des autorisations de sécurité, des renseignements personnels, des vérifications de solvabilité de la correspondance connexe. Les dossiers de vérification relatifs à la fiabilité s'appliquent à l'engagement du sein des FC/MDN. Les détails sur les enquêtes tenues par le SCRS sont conservés dans la banque du SCRS. Ces dossiers contiennent :

DAPES - Habillage en ligne

Description : Cette banque contient : le numéro matricule (NM), le nom de famille, le(s) premier nom, initiales, le rang et l'environnement (Marine, Armée de terre ou Aviation) de tous les membres actifs de la force régulière, la force de réserve première (catégorie A, B et C les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a titre honorifique pour accéder à l'habillage en ligne. Habillage en ligne est un projet à livraison directe du MDN faisant appel au cyber commerce et entreprise électronique; ce projet servira à fournir des uniformes non opérationnels pour les membres du MDN. Tous les membres actifs de la force régulière, la force de réserve première (catégorie A, B, et C), les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a titre honorifique sont le personnel autorisé. La banque sera également utilisée pour conserver et maintenir un système de points et l'inventaire des attributions à l'habillage des individus. Les données sont conservées dans une base de données sûre. L'accès aux données en ligne est présenté en mode 'https' avec chiffrement 128-bit (SSL). On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule.

Catégorie de personnes : Tous les membres actifs de la force régulière, la force de réserve première (catégorie A, B, et C), les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a titre honorifique.

But : Le but de la banque est de conserver les renseignements se rapportant aux membres actifs de la force régulière, la force de réserve première (catégorie A, B, et C), les Cadres des instructeurs de cadet (CIC), les membres actifs de la réserve supplémentaire(RS) et les membres a titre honorifique.

Usages compatibles : Identifier les individus autorisés et maintenir un système de points et l'inventaire des attributions à l'habillage des individus. Les renseignements (rang et élément de service uniquement) seront utilisés par le DAPES pour produire les rapports statistiques. La base de données ne sera pas reliée à d'autres systèmes.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans suivant la

Normes de conservation et de destruction : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes.

No. ADD : 98/005

Renvoi au dossier # : MDN ACP 610

Enregistrement (SCT) : 000218

Numéro de fichier : MDN PPE 854

Désignation des personnes à charge

supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada

Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer les dossiers des personnes à charge, il faut indiquer les

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes

Description : Ce fichier contient toutes les demandes de renseignements présentées au MDN par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut avoir accès aux dossiers en fournissant le nom et le prénom, et le numéro matricule.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN.

But : Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels.

Usages compatibles : L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général.

Normes de conservation et de destruction : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes.

No. ADD : 98/001 et 2000/14

Renvoi au dossier # : MDN 18415

Enregistrement (SCT) : 005349

Numéro de fichier : MDN PPE 829

Demandes de renseignements adressées par des organismes d'enquête et réponses à ces demandes

Description : Ce fichier contient toutes les demandes de renseignements présentées au MDN par les organismes d'enquête énumérés à l'annexe II des règlements sur la protection des renseignements personnels conformément à l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels. Le fichier contient également les réponses à ces demandes ainsi que des renseignements concernant leur traitement. On peut avoir accès aux dossiers en fournissant le nom et le prénom, et le numéro matricule.

Catégorie de personnes : Cette banque s'applique : aux militaires des FC, aux employés civils du MDN.

But : Ce fichier a pour but de tenir un dossier de statistiques qui rend compte du nombre de demandes de renseignements reçues chaque année et présentées au Commissaire à la protection de la vie privée en vertu de l'alinéa 8(2)(e) de la Loi sur la protection des renseignements personnels.

Usages compatibles : L'information peut être partagée avec les agences d'investigation et les forces de l'ordre, au Canada et à l'étranger, pour fins d'administration ou d'application de la loi, et pour la détection, la prévention ou la répression du crime en général.

Normes de conservation et de destruction : Les données contenues dans le fichier sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes.

No. ADD : 98/005

Renvoi au dossier # : MDN ACP 610

Enregistrement (SCT) : 000218

Numéro de fichier : MDN PPE 854

Désignation des personnes à charge

supplémentaire, demandes d'un complément de rémunération et demandes de remboursement de frais médicaux ou de frais d'hospitalisation à l'extérieur du Canada

Description : Ce fichier contient des renseignements sur les caractéristiques de la personne à l'égard de laquelle la demande a été présentée. Pour repérer les dossiers des personnes à charge, il faut indiquer les

conversion de conditions de service. La liste des candidats admissibles à une promotion et à une conversion de conditions de service contient des renseignements sur chaque candidat : la liste des candidats (conditions de services) contient le numéro matricule, le nom et les initiales, le CIU, l'USTD, la note/mention de conditions de service, le GPM : quant à la liste des candidats à une promotion, elle indique le rang sur la liste des candidats à la promotion, le grade, le numéro matricule, le nom et les initiales, le GPM, le profil de seconde langue officielle et le CIU. Les rapports du comité de sélection supplémentaire donnent de l'information telle que la comparaison de la notation entre des candidats choisis au hasard, la reproduction de critères de notation établis par le comité de sélection initial, et des renseignements sur les militaires admissibles à une révision par le comité supplémentaire. Par ailleurs, on trouve dans le rapport d'un comité de sélection des renseignements sur le président et les membres de ce comité, comme la signature de l'autorité approbatrice, la date de rédaction et de signature, par les membres convoqués, du compte rendu du conseil du personnel, les numéros matricules, les noms et les initiales. Les annexes de ce fichier contiennent des renseignements personnels concernant le rapport sur la réduction de la liste de promotions le cas échéant, la non-admissibilité à une promotion ou à la révision des conditions de service et les erreurs qui se sont glissées dans le rapport sur la réduction de la liste de promotions et dans le rapport d'appréciation du personnel. Les conclusions s'expriment en termes de possibilités de promotion et d'admissibilité à une conversion des conditions de service. On peut avoir accès à ces dossiers en fournissant le nom, les initiales et le grade, ainsi que le GPM, le NM et la date de réunion du comité.

Catégorie de personnes : Cette banque de données s'applique aux militaires des FC (personnel de la Régulière).

But : L'objet de cette banque de données est d'enregistrer la liste des candidats et les renseignements fournis dans le compte rendu du conseil du personnel, lesquels proviennent des délibérations du comité de sélection convoqué. Les comités de sélection se réunissent pour dresser une liste de candidats à une promotion et une liste de candidats admissibles à une conversion de conditions de service. Les comités de sélection ont pour leur part le mandat de vérifier l'admissibilité de candidats particuliers à

une promotion et aux conditions de service offertes. Les données fournies par les comités de sélection et les comités de sélection supplémentaire convoqués servent à sélectionner des candidats pour la formation et à déterminer leur admissibilité à l'emploi, à la conversion des conditions de service et à une promotion.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Conformément aux dispositions de l'annexe A (Personnel - Comités des FC – Sélection) du fichier d'autorité « Plan de conservation et d'élimination des documents » A-AD-D11-001/AG-001, les listes de candidats, les compte rendus du conseil du personnel et les résultats du comité supplémentaire sont conservés pendant dix ans sur microfiche, sur papier ou sur support électronique à des fins statistiques et promotionnelles, et seront détruits au terme de cette période.

No. ADD : 98/001

Renvoi au dossier # : MDN CNS 530

Enregistrement (SCT) : 004049

Numéro de fichier : MDN PPE 899

Conseil financier - Services financiers du RARM

Description : Cette banque contient des renseignements financiers relativement au personnel des Forces canadiennes qui reçoit des conseils financiers. Pour avoir accès à un dossier, il faut fournir la date de naissance, le nom au complet et le numéro matricule (le cas échéant).

Catégorie de personnes : La banque s'applique aux membres actuels des Forces canadiennes.

But : Le but de cette banque est de tenir un dossier sur les clients qui reçoivent des conseils financiers.

Usages compatibles : Cette information est strictement utilisée pour l'administration (gestion) de conseil financier. Autres que ceci, il n'y a pas d'autres utilisations.

Normes de conservation et de destruction : Les dossiers des clients qui ont reçu des prêts sont conservés pendant deux ans après la fermeture du dossier. Le dossier est alors détruit. Les dossiers sur les clients qui n'ont pas reçu de prêt sont détruits lorsque les services de conseils financiers sont terminés.

No. ADD : 98/005

Renvoi au dossier # : MDN PSB 405

Enregistrement (SCT) : 005347

Numéro de fichier : MDN PPE 803

naissance, le nom et le prénom, le genre et l'année de l'incident et le numéro matricule. **Catégorie de personnes :** Ce fichier s'applique aux militaires des FC. **But :** Ce fichier constitue un dossier sur les enquêtes ouvertes ou statuées par des autorités désignées selon les règlements et ordonnances. Ces enquêtes peuvent avoir pour but d'étudier toute question ayant trait à : la conduite, la discipline, l'administration, toutes les fonctions des FC, tout commandement, base, formation, tout autre unité ou élément de ces dernières, toute question concernant un membre quelconque des FC. Il permet de définir le motif des enquêtes, les mesures correctives qui s'imposent, et les responsabilités des personnes concernées. **Usages compatibles :** On peut avoir accès aux enquêtes sommaires ou aux commissions d'enquête mises sur pied pour analyser les blessures ou les décès des membres et pour présenter des demandes de prestations d'invalidité en vertu de la Loi sur les pensions. Les résultats des enquêtes tenues lors du décès d'un membre des FC peuvent être remis aux membres désignés de la famille responsables de la succession du membre décédé. **Normes de conservation et de destruction :** Ces dossiers sont normalement conservés pendant trois années civiles. Si le dossier contient une enquête portant sur des blessures alors le dossier est gardé jusqu'à la libération du militaire après quoi il est transféré au Archives nationales du Canada, ou si le dossier contient une enquête portant sur un décès alors le dossier est gardé décès jusqu'à ce que les formalités administratives soient terminées, puis envoyé au Archives nationales du Canada. **No. ADD :** 98/005 **Renvoi au dossier # :** MDN ACP 630 **Enregistrement (SCT) :** 000201 **Numéro de fichier :** MDN PPE 832 **Comité de sélection et résultats du comité de sélection supplémentaire** **Description :** Ce fichier donne accès à trois sources de renseignements, soit : les rapports du comité de sélection, la liste des candidats admissibles à une promotion et à une conversion des conditions de service et les résultats du comité de sélection supplémentaire. Les rapports du comité de sélection renferment des renseignements sous la forme de conclusions et de recommandations, ainsi que des critères de notation en vue d'une promotion et de la

Comité de sélection des officiers - Programmes de perfectionnement universitaire et de formation de spécialistes **Description :** Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes d'études suivants : programme militaire d'études en médecine, études d'au moins, études dentaires, études en droit et études pharmaceutiques, études supérieures, formation universitaire (officiers), et programme pour l'obtention d'un premier baccalauréat. Chaque dossier peut contenir : les conclusions, les critères de sélection, les délibérations, les instructions d'affectation subséquentes, les lettres de l'offre ou du refus aux candidats, les listes des officiers choisis, (le Programme d'études supérieures identifie la liste des officiers choisis pour suivre des études supérieures et la liste des officiers non choisis). Il renferme uniquement des renseignements sur les officiers qui ont présenté une demande. Les personnes qui désirent consulter ces dossiers doivent indiquer : l'année où elles ont présenté leur demande, le code d'emploi militaire, le grade, les noms et prénoms, le numéro matricule, programme en particulier. **Catégorie de personnes :** Cette banque s'applique aux officiers des FC qui ont présenté une demande pour les programmes d'études énumérés. **But :** Ce fichier a pour but d'enregistrer les décisions du comité annuel de sélection des officiers s'étant portés candidats pour chaque programme d'études. **Usages compatibles :** Sélection à partir des officiers étant éligibles pour l'entraînement et assignés à l'entraînement sous un projet déterminé. **Normes de conservation et de destruction :** Les dossiers sont conservés pendant trois années civiles aux fins d'études statistiques, puis sont détruits. **No. ADD :** 98/001 **Renvoi au dossier # :** MDN CNS 520 **Enregistrement (SCT) :** 002273 **Numéro de fichier :** MDN PPE 848 **Commissions d'enquête/enquêtes sommaires** **Description :** Ce fichier contient : les conclusions présentées, et les recommandations faites par des commissions d'enquête ou par l'enquêteur, les preuves fournies, et un compte rendu des délibérations du sujet des enquêtes. Les dossiers sont classés par incidents et endroits. On peut avoir accès aux dossiers en fournissant la date de

conservés sur copie papier ou sous forme électronique, sont fournis par les clients eux-mêmes ou, à la demande de ces derniers, proviennent d'autres sources (ministères fédéraux, secteur privé). Ils permettent de coordonner les services d'aide destinés aux clients (réponses aux questions, aiguillage vers d'autres organismes et, dans certains cas, prestation de services financés par le Centre). Il arrive même parfois que le Centre communique avec d'éventuels clients sur la foi de renseignements émanant de la base de données sur les blessés des Forces canadiennes, également exploitée par le Centre. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule ou le numéro d'employé (CICP).

Catégorie de personnes : Les membres actifs et retraités des Forces canadiennes ainsi que les membres de leur famille.

But : Les employés du Centre se servent des renseignements de la banque pour signaler aux clients l'existence de programmes et de services d'aide. Ils s'en servent aussi pour gérer les cas et tenir pour chacun un dossier des services rendus. Toute information d'ordre personnel ne peut être divulguée à d'autres intervenants du ministère de la Défense nationale, d'Anciens Combattants Canada, d'autres ministères fédéraux ou d'autres organismes privés sans le consentement éclairé du client.

Usages compatibles : Le Centre est autorisé à communiquer des renseignements anecdotiques qui ne nomment pas les clients aux cadres supérieurs du ministère de la Défense nationale ou d'Anciens Combattants Canada à des fins d'identification des problèmes et d'évaluation des programmes. Il lui est également possible de partager, avec des organismes privés, des renseignements qui ne permettent pas d'identifier les clients, en vue d'apporter son concours à l'élaboration et à la mise en œuvre de programmes et de services en faveur des membres actifs et retraités des Forces canadiennes. Il lui est interdit de faire tout autre usage de renseignements personnels, à l'exception de ce qu'autorise la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers sont détruits cinq ans après leur dernière utilisation par le Centre.

No. ADD : 2000/014

Renvoi aux dossiers # : MDN BSS 490 et MDN ACP 630

Enregistrement (SCT) : 005370
Numéro de fichier : MDN 824

Code régissant les conflits d'intérêts et l'après-mandat - Militaire

Description : Ce fichier comprend : des

documents d'attestation; des rapports confidentiels indiquant les biens, les exigences ou la participation à des activités extérieures selon les dispositions de la DOAD 7021-1, Conflits d'intérêts, des évaluations, des analyses et des pièces de correspondance concernant des conflits réels, potentiels ou apparents entre les intérêts privés ou les biens d'un militaire et ses fonctions et responsabilités officielles; des rapports et de la correspondance concernant des offres concrètes ou éventuelles d'emploi. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule.

Catégorie de personnes : Ce fichier s'applique aux militaires de la Force régulière et aux militaires de la Force de réserve en période de service continu.

But : Les renseignements du fichier servent à : permettre aux agents désignés de déterminer si un membre des FC respecte les mesures d'observation concernant les conflits d'intérêts et si un officier supérieur ou ancien officier supérieur (tels que définis dans la DOAD 7021-2, après-mandat) respecte les mesures d'observation concernant l'après-mandat ; appliquer la série DOAD 7021 : enregistrer les conflits d'intérêts réels, potentiels ou apparents et leur règlement, et toute mesure d'observation d'après-mandat; et appuyer les décisions prises au sujet des mesures administratives ou disciplinaires si des conflits d'intérêts existent. Nota : Cela influe sur la capacité d'un membre des FC ou d'un employé du MDN quant à la manière de traiter avec un ancien officier supérieur.

Usages compatibles : Il n'y a aucun usage compatible associé avec l'usage des renseignements personnels.

Normes de conservation et de destruction : Le MDN conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits.

No. ADD : 98/005

Renvoi au dossier # : MDN CNS 520
Enregistrement (SCT) : 001966
Numéro de fichier : MDN PPE 864

données est uniquement tenue à jour par le personnel du MDN.

Catégorie de personnes : Membres des Forces canadiennes.

But : Les renseignements contenus dans cette banque sont utilisés par le personnel du MDN pour veiller à ce que les militaires gravement blessés ou malades soient dirigés vers tout programme ou service qui pourrait les aider. Dans le cas d'un décès, l'information sert à coordonner le versement des prestations aux membres de la famille du défunt, de même qu'à faciliter la localisation des tombes de soldats qui étaient au service des FC. Dans le but de porter assistance au client et sous réserve de son consentement éclairé, ces renseignements personnels pourront être divulgués à d'autres composantes du MDN, à Anciens Combattants Canada et à d'autres organisations des secteurs privé et public.

Usages compatibles : L'information anecdotique qui ne permet pas d'identifier un client peut être partagée avec les cadres supérieurs du MDN et les chefs des Forces canadiennes aux fins d'identification de problèmes. Aucun autre usage ne peut être fait des renseignements personnels à moins d'une autorisation accordée en vertu de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers ne sont pas détruits, mais plutôt transférés au Centre des documents personnels des Archives nationales un an après la dernière utilisation à des fins administratives.

No. ADD : 2000/014

Renvoi aux dossiers # : MDN BSS 490 et MDN ACP 630

Enregistrement (SCT) : 005369

Numéro de fichier : MDN PPE 817

Cartes d'identité et de contrôle d'accès

Description : Ce fichier contient des photographies, des signatures, les numéros matricules (NM) (militaires) / codes d'identification du dossier personnel (CIDP) (civils), les noms de famille et les prénoms, la date de naissance, religion et le groupe sanguin (pour les membres des FC). La banque contient en outre des renseignements sur l'accès à certaines installations dans la Région de la Capitale National (RCN) par les employés et leur sortie de ces installations. Les renseignements sont recueillis à l'aide de : formulaires d'identification et pièces de correspondance, caméra numérique ou photos fixes balayées par scanner, ces renseignements sont conservés dans une base

de données automatisée. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, et le numéro matricule ou le numéro d'employé (CIDP).

Catégorie de personnes : Les militaires des FC, les employés civils du MDN, le personnel des forces alliées et leurs personnes à charges en service au Canada et les personnes sous contrat dans la RCN.

But : Cette banque a pour but de garder les renseignements relatifs à l'émission et à l'annulation d'une carte d'identité et de contrôle d'accès de la RCN. Pour des raisons de sûreté et de sécurité, ces renseignements sont utilisés pour contrôler l'accès et la sortie à certaines installations dans la RCN et garantir la sécurité des employés et des biens du MDN.

Usages compatibles : Émission des cartes d'identité et de contrôle d'accès de la RCN. Les renseignements peuvent être utilisés pour la préparation de rapports à des fins d'analyse statistiques ou d'enquête sur un incident.

Normes de conservation et de destruction : Les renseignements sur l'accès aux installations du MDN et la sortie de celles-ci dans la RCN ne sont recueillis que pour des raisons de sûreté et sont gardés pendant deux ans ; puis ils sont détruits. Les dossiers d'identification des personnes décédées, sont détruits deux ans après la date du décès. Les dossiers du personnel des Forces alliées sont détruits après l'expiration de la période d'affectation au Canada. Toutes les autres dossiers sont conservés par le MDN pendant cinq ans après la libération ; puis ils sont détruits.

No. ADD : 98/001

Renvoi au dossier # : MDN RMS 085

Enregistrement (SCT) : 003681

Numéro de fichier : MDN PPE 896

Centre du ministère de la Défense national et d'Anciens Combattants Canada pour le soutien des militaires blessés ou retraités et de leurs

Description : La banque du Centre, qui se trouve au Quartier général de la Défense nationale, à Ottawa, renferme des renseignements sur les clients et les services qu'ils reçoivent. Par clients, il faut entendre les membres actifs et retraités des Forces canadiennes, ainsi que les membres de leur famille, qui font appel au Centre. Bien que géré par le ministère de la Défense nationale, le Centre emploie également des fonctionnaires d'Anciens Combattants Canada. Les renseignements personnels, qu'ils soient

s'applique : aux militaires des autres Forces armées mutés ou détachés aux FC, aux militaires des FC, aux employés civils du MDN et leurs personnes à charge servants à l'extérieur du Canada, aux personnes à charge des militaires des FC servants à l'extérieur du Canada.

But : Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des FC pour les individus identifiés dans le bloc d'application.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers sont détruits après deux ans.

No. ADD : à venir.

Renvoi au dossier # : MDN JAG 015

Enregistrement (SCT) : 000221

Numéro de fichier : MDN PPE 857

Aumônerie militaire

Description : Ce fichier contient les dossiers des aumôniers des FC ainsi que des pièces de correspondance sur des sujets qui les concernent ou les intéressent. Pour y avoir accès, il faut indiquer : le grade les noms et prénoms, le numéro matricule, la religion.

Catégorie de personnes : Cette banque s'applique aux aumôniers des FC.

But : Cette banque s'applique aux documents qui servent de guide pour toute décision ayant trait aux aumôniers ou à leur travail.

Usages compatibles : Il n'existe pas d'usages compatibles.

Normes de conservation et de destruction : Les dossiers sont détruits après trois ans.

No. ADD : 98/005

Renvoi aux dossiers # : MDN AGP 470, MDN AGC 485

Enregistrement (SCT) : 000176

Numéro de fichier : MDN PPE 807

Banque du données du comité d'examen des titres de créance de la police militaire

Description : Cette banque de données du CETCPM et les fichiers correspondants renferment des renseignements personnels sur les personnes qui ont déposé une plainte contre la police militaire ou l'un de ses membres, ou qui font l'objet d'une plainte formulée par celle-ci ou par l'un de ses membres. Cette banque enregistre le déroulement des événements nécessaires au processus du CETCPM. Elle contient les notes de l'administrateur du CETCPM, une vue d'ensemble des allégations, les décisions concernant la suspension de membres de la police militaire, les détails des

enquêtes et les verdicts, les recommandations d'unité, les décisions du CETCPM ou ses recommandations au GPFC, de même que toutes les modalités applicables. La banque renvoie à l'enquête sur les normes professionnelles et au dossier d'enquête de la police militaire sur le Système d'information – Sécurité et police militaire (SISEPM). On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, l'adresse municipale complète et le numéro matricule ou le numéro d'employé (CIDP)

Catégorie de personnes : Cette banque s'applique à la police militaire.

But : Cette banque a pour objet de documenter de déroulement des causes vérifiées et interrompues, ainsi que de tenir à jour une base de données chronologique sur les dossiers clos.

Usages compatibles : Le Grand prévoit adjoindre (Normes professionnelles) reçoit le contenu mensuellement, afin de prendre connaissance du déroulement des dossiers vérifiés et interrompus. La banque peut également servir à des fins de recherche, d'évaluation et de statistiques. L'information recueillie est utilisée lors des réunions du Comité. Certains renseignements sont transmis au DCM 5 aux fins de gestion de carrières.

Normes de conservation et de destruction : Les renseignements contenus dans cette banque sont conservés au Quartier général de la Défense nationale, à Ottawa, pendant au moins 5 ans après leur dernière utilisation à des fins administratives. Passé ce terme, le dossier doit être transféré aux Archives nationales du Canada s'il a été marqué comme ayant une valeur archivistique ou historique.

No. ADD : 2000/014

Renvoi aux dossiers # : MDN RMS 085, MDN ACP 630

Enregistrement (SCT) : 005371

Numéro de fichier : PPE 833

Base de données sur les pertes subies par les Forces canadiennes

Description : Cette banque de d'informations, propriété du Quartier général de la Défense nationale, à Ottawa, enregistre les blessures et maladies graves subies par les militaires, ainsi que les décès survenus au sein des Forces canadiennes. L'information est fournie par les unités des Forces canadiennes aux fins d'enregistrement dans un fichier central géré par le Centre du ministère de la Défense nationale et d'Anciens combattants Canada pour le soutien des militaires blessés ou retraités et de leurs familles. Cette base de

fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcelement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Enregistrement (SCT) : 002831
Numéro de fichier : CPIM PPE 807

Registres fiscaux

Description : Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution.

Catégorie de personnes : Employés et retraités de l'institution.

But : Le but est de se conformer aux exigences de Revenu Canada – Impôt.

Usages compatibles : Afin d'établir le revenu et impôts de chaque individu.

Normes de conservation et de destruction : Six ans ensuite détruit.

No. ADD : À déterminer.

Renvoi au dossier # : CPIM CPIM 120

Enregistrement (SCT) : 002832
Numéro de fichier : CPIM PPE 808

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des

Défense nationale

Chapitre 99

Fichiers de renseignements personnels particuliers

Aide financière - Caisse d'assistance au

personnel des Forces canadiennes (CAPFC)

Assistance judiciaire aux membres des FC

Description : Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec la personne qui nécessite les services d'un avocat. On peut avoir accès aux dossiers en fournissant la date de naissance, le nom et le prénom, le lieu de l'entrevue et le numéro matricule.

Catégorie de personnes : Cette banque

No. ADD : 98/005
Renvoi au dossier # : MDN PSB 405
Enregistrement (SCT) : 005346
Numéro de fichier : MDN PPE 802

consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 85/001

Renvoi au dossier # : CPIM CPIM 120

Enregistrement (SCT) : 000663

Numéro de fichier : CPIM PPE 802

Laissez-passer – pont

Description : Ce fichier contient une liste des noms des individus à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation.

Catégorie de personnes : Employés de l'Administration.

But : Ce fichier a pour but de conserver des noms de particuliers à qui un permis a été remis, et d'en enregistrer leur taux d'utilisation.

Le fichier est informatisé. Les personnes qui désirent consulter le fichier doivent fournir leur nom.

Usages compatibles : Peut-être utilisé à des fins de références et légales.

Normes de conservation et de destruction :

Les dossiers sont conservés cinq ans après l'annulation ou le non-renouvellement ensuite conservés en permanences.

No. ADD : 85/001

Renvoi au dossier # : CPIM CPIM 120

Enregistrement (SCT) : 000641

Numéro de fichier : CPIM PPE 801

Primes d'encouragement

Description : Ce fichier comporte des renseignements au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encouragement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre le numéro d'emploi et la date d'embauche. Ce fichier contient également les registres des bénéficiaires de prime de long service.

Catégorie de personnes : Employés de l'institution.

But : Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encouragement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution.

Usages compatibles : Afin d'identifier les

individus admissibles aux primes selon le régime des primes d'encouragement.

Normes de conservation et de destruction :

Les fichiers opérationnels sont conservés pendant une période minimale de deux ans, puis détruits ; les fichiers financiers sont conservés pendant six ans, puis détruits ; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits.

No. ADD : À déterminer.

Renvoi au dossier # : CPIM CPIM 120

Enregistrement (SCT) : 002828

Numéro de fichier : CPIM PPE 804

Rapports des assurances de la Sun Life du Canada

Description : Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés.

Catégorie de personnes : Employés de l'institution.

But : La Sun Life du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes : Vie, Maladie, Longue invalidité

Usages compatibles : Pour déterminer les primes mensuelles pour les assurances suivantes : vie, maladie, invalidité longue durée.

Normes de conservation et de destruction :

Deux ans ensuite détruit.

No. ADD : À déterminer.

Renvoi au dossier # : CPIM CPIM 120

Enregistrement (SCT) : 002830

Numéro de fichier : CPIM PPE 806

Registres du Régime de Pension

Description : Ce fichier contient des renseignements personnels reliés au Régime de Pension.

Catégorie de personnes : Employés de l'institution.

But : Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales.

Usages compatibles : Le Ministère des Approvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds.

Normes de conservation et de destruction :

Deux ans après dénouement ensuite versé aux ANC.

No. ADD : À déterminer.

Renvoi au dossier # : CPIM CPIM 120

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Corporation commerciale canadienne

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans L'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

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Multiculturalisme

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Corporation du Pont international de la Voie
maritime, Limitée

Fichiers de renseignements
personnels particuliers

Conflits d'intérêt
Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt

potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à

national de recherches du Canada.
But : Ce fichier permet de conserver l'information à laquelle on a recours pour déterminer s'il y a lieu de prendre des mesures disciplinaires et pour établir la nature de ces mesures, en cas de manquement à l'éthique de la recherche scientifique. Les dossiers sont également conservés pour les procédures d'appel et autres.
Usages compatibles : Faciliter les décisions concernant les mesures disciplinaires que pourraient être prises à la suite d'une enquête.
Normes de conservation et de destruction : Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits.

No. ADD : 98/005
Renvoi au dossier : CNR EXE 010
Enregistrement (SCT) : 003699
Numéro de fichier : CNRC PPE 805

Prêt d'équipement
Description : Ce fichier contient l'information concernant les prêts d'équipement de bureau.

Catégorie de personnes : Chercheurs, contractuels, membres du personnel.
But : Ce fichier sert à tenir compte des prêts. **Normes de conservation et de destruction :** Les dossiers sont conservés pour une période d'un an après le retour ou la disposition de la pièce d'équipement, après quoi les dossiers sont détruits.

No. ADD : 99/003
Renvoi au dossier : CNR SPR 909
Enregistrement (SCT) : 005318
Numéro de fichier : CNRC PPE 806

Conseil national des produits agricoles

Chapitre 95

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Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat
Évaluation du rendement
Harcelement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotation
Évaluation du rendement
Équité en matière d'emploi
Formation et perfectionnement
Griefs
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Langues officielles
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Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

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Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers de renseignements
personnels particuliers

Conflits d'intérêt

Description : Ce fichier contient des

divulgations volontaires faites par les employés concernant des situations potentielles de conflit

d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt

potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les

valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés du

Conseil.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt

potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit

d'intérêt.

Usages compatibles : Etayer les décisions

Conseil national de recherches Canada

touchant les mutations, les mesures disciplinaires et la fin de l'emploi.
Normes de conservation et de destruction : Le Conseil national de recherches conserve les dossiers pour la durée de l'emploi et pendant deux années subséquentes, après quoi les dossiers sont détruits.
No. ADD : 98/005
Renvoi au dossier : CNR EXE 010
Enregistrement (SCT) : 000959
Numéro de fichier : CNRC PPE 801
Intégrité scientifique – Enquêtes
Description : Ce fichier contient des données d'enquêtes sur de presumed manquements à l'éthique de la recherche scientifique commis par des employés du CNRC ; notes d'entrevue, attestations de témoins ; opinions juridiques, notes d'enquête sur de possibles manquements et rapports d'analyse de ces enquêtes ; correspondance ; documents de référence ; procès-verbaux de réunions du comité d'enquête.
Catégorie de personnes : Employés du Conseil

Conseil des Arts du Canada

Chapitre 92

Fichiers de renseignements
personnels particuliers

Conflicts d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêts potentiels, des rapports d'enquête, ainsi que la correspondance concernant les conflits potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêts potentiels ou réels. Il sert à consigner les conflits d'intérêt potentiels et les solutions apportées pour résoudre les situations de conflit d'intérêts réels.

Usages compatibles : Ce fichier sert à étayer les décisions touchant les mutations, les mesures disciplinaires et la fin de l'emploi. Ces dossiers sont conservés pendant la durée d'emploi, plus deux ans après quoi les documents sont détruits.

No. ADD : 98-005

Renvoi au dossier # : CDA NDP 921

Fichiers de renseignements
personnels ordinaires

Enregistrement (SCT) : 003780
Numéro de fichier : CDA PPE 805

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employées/employés

Cartes d'identification et laissez-passer

Dossier personnel d'un employées/employés

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Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Enregistrement (SCT) : 002582
Numéro de fichier : RSG PPE 802

Renvoi au dossier # : RSG NDP 921

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits.

No. ADD : 98/005

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

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Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Conseil de recherches en sciences naturelles et en génie du Canada

Chapitre 91

Fichiers de renseignements personnels particuliers

Conflits d'intérêt

Description : Ce fichier contient des

divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la

correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles

des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt

potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 1985/001

Renvoi au dossier # : RSG NDP 921

Enregistrement (SCT) : 001628

Numéro de fichier : RSG PPE 801

Évaluations du rendement des employés

Description : Ce fichier contient des évaluations du rendement, des rapports et de la correspondance concernant le niveau de

Dossier personnel d'un employé	Mesures disciplinaires
Dotation	Politique de reconnaissance
Évaluation du rendement	Présences et congés
Formation et perfectionnement	Programme d'équité en matière d'emploi
Griefs	Rémunération et avantages
Harèlement	Sécurité et santé au travail
Journaux de contrôle des réseaux électroniques	Stationnement
Langues officielles	Voyages et réinstallations

rendement de chacun des employés du CRSNG en ce qui a trait à leurs aptitudes, à leurs compétences, à leurs réalisations et à leurs intérêts.

Catégorie de personnes : Tous les employés du CRSNG nommés pour une période indéterminée ou déterminée ainsi que certains employés temporaires.

But : Ce fichier a pour but de tenir à jour les renseignements sur le niveau de rendement de chacun des employés du CRSNG. Les renseignements servent à étayer les décisions ayant trait au maintien en fonctions, à la cessation d'emploi ou à la prolongation d'employés en période d'essai et à déterminer et approuver la rémunération au rendement et les augmentations de salaire.

Usages compatibles : Les évaluations du rendement servent également aux activités de planification des ressources humaines, par exemple les plans de carrière et de relève, la dotation interne, les mutations, promotions et rétrogradations, l'aide aux employés, les mesures disciplinaires et la cessation d'emploi. À ces fins, les renseignements contenus dans les évaluations du rendement peuvent être divulgués à des comités de cadres et aux comités de sélection internes. De plus, les documents d'évaluation du rendement servent à évaluer l'efficacité du système d'évaluation du rendement même. À cette fin, certains renseignements personnels seront divulgués à des comités d'examen composés de cadres aux fins de l'évaluation de l'équité des échelles de notation utilisées au sein des diverses directions et divisions du CRSNG.

Conseil de la radiodiffusion et des télécommunications

canadiennes

Chapitre 89

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Evaluation du rendement
Formation et perfectionnement
Langues officielles
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Dotation
Evaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Conseil de recherches en sciences humaines

du Canada

Chapitre 90

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des

fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

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Conseil de contrôle des renseignements relatifs aux
matières dangereuses

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements
personnels particuliers

Exclusion pour des raisons confidentielles
ou de gestion

Description : Ce fichier contient des renseignements personnels relatifs aux

exclusions. Il comprend les dates d'entrée en vigueur des exclusions, l'identification de l'unité de négociation, le numéro et le titre du poste, le groupe et le niveau de l'employé, et les motifs d'exclusion.

Catégorie de personnes : Employés du Conseil de contrôle des renseignements relatifs aux matières dangereuses.

But : Ce fichier sert à maintenir une liste

complète des exclusions des personnes proposées à gestion et à des fonctions confidentielles au Conseil, et constitue le seul registre officiel des exclusions.

Normes de conservation et de destruction : Les avis d'acceptation ou d'objections sont conservés pendant trois ans et les dossiers

d'exclusions pendant cinq ans.
No. ADD : 2003/001
Enregistrement (SCT) : 002881
Numéro de fichier : RMD PPE 805

Système d'utilisation des années-personnes
Description : Ce fichier contient le nom, la classification et la date d'embauche de chaque employé faisant partie de l'effectif à la fin de la période visée par le rapport. On utilise ces renseignements pour vérifier l'identité des employés et relier cette information à celle du système d'information sur le personnel de CSC. Catégorie de personnes : Renseignements relatifs aux employés du Conseil.

But : Le fichier sert à calculer les années-personnes qui sont utilisées aux fins de la gestion interne et dans le rapport annuel présenté au Conseil du Trésor.

Normes de conservation et de destruction : On conserve ces dossiers pendant deux ans.

No. ADD : 2003/001
Enregistrement (SCT) : 002883
Numéro de fichier : RMD PPE 810

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des

des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est de trois ans suivant la date à laquelle les mesures disciplinaires ont été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national du Canada qui décide quels dossiers seront conservés en permanence par la Bibliothèque et Archives Canada.

No. ADD : 98/005
Renvoi au dossier # : CNC DAF 903
Enregistrement (SCT) : 003027
Numéro de fichier : CNC PPE 804

Vérification de la fiabilité

Description : Ce fichier contient des renseignements rassemblés par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications des références. **Catégorie de personnes :** Les candidats retenus qui ont demandé à travailler au Conseil canadien des normes en vertu d'une nomination.

But : Confirmer l'identité des gens et déterminer s'ils sont dignes de confiance pour exécuter leurs tâches avec fiabilité et honnêteté.

Usages compatibles : Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi.

Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé.

No. ADD : 98/005
Renvoi au dossier # : CNC DAF 903

Fichiers de renseignements personnels ordinaires

Enregistrement (SCT) : 003024
Numéro de fichier : CNC PPE 801

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le numéro d'assurance sociale ; les certificats ; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Employés de l'institution.

But : Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.

Normes de conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé.

Renvoi aux dossiers # : CNC DAF 915, CNC DAF 903

Enregistrement (SCT) : 003024
Numéro de fichier : CNC PPE 801

Formation et perfectionnement
Description : Ce fichier comprend les données suivantes : des demandes pour suivre des cours et des évaluations ; le numéro d'assurance sociale ; les certificats ; les dossiers concernant le paiement des frais et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement, les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement.

Renvoi au dossier # : CNC DAF 903

Normes de conservation et de destruction : Le ministère ou organisme auquel le document d'attestation et le rapport confidentiel ont été soumis conserve ces documents pendant la durée d'emploi, plus deux ans, après quoi les documents sont détruits.

sommaire de toutes les périodes d'emploi d'une
 personne au sein du Conseil canadien des
 normes. Ce dossier est conservé afin de faciliter
 l'administration du personnel. Les
 renseignements contenus dans les dossiers
 d'un employé peuvent être utilisés aux fins

officielles ; à la discipline ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces

ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le numéro d'assurance sociale ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les

bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports ; la fin de l'emploi, notamment les certificats et les raisons

discipline ; et les vérifications de fiabilité. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels détaillés pour

Usages compatibles : identifier les décisions relatives à la dotation, aux présences et aux congés à la réglementation et aux avantages.

Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à

Conseil canadien des normes

Chapitre 86

Fichiers de renseignements personnels particuliers

Présences et congés

Description : Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie. Ces renseignements sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel.

Catégorie de personnes : Employés du

Conseil canadien des normes.

But : Ce fichier sert à obtenir des

renseignements pour l'administration des

congés et des présences des employés.

Usages compatibles : Consigner les congés

autorisés et les jours de présence ; étayer les

décisions relatives à la rémunération et aux

avantages, notamment en ce qui a trait aux

congés et à la fin d'emploi.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la fin de l'exercice financier.

No. ADD : 98/0005

Renvoi au dossier # : CNC DAF 903

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

No. ADD : 99/004
Renvoi au dossier # : CFC NDP 925
Enregistrement (SCT) : 005278
Numéro de fichier : CFC PPE 820

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de cinq ans, après que l'information ait été remplacée ou soit devenue désuète puis détruits.

Usages compatibles : Il s'agit d'un outil de prévision qui aide les gestionnaires à administrer leur masse salariale et leurs ressources en équivalent temps plein pour l'exercice en cours.

Enregistrement (SCT) : 003025
Numéro de fichier : CNC PPE 802

Code régissant les conflits d'intérêts et

l'après-mandat

Description : Ce fichier renferme (1) les

documents d'attestation montrant que l'employé a lu et compris le Code du Conseil canadien des normes (CCN) et s'engage à observer le Code comme condition d'emploi et indiquant s'il possède ou non des biens et s'il a des biens ou des exibilités visés par l'article 6, et participe aux activités décrites dans l'article 14 du Code du CCN ; (2) des rapports confidentiels sur les biens, les exibilités et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code régissant les conflits d'intérêts et l'après-mandat.

Catégorie de personnes : Employés du CCN.

But : Ce fichier renferme des renseignements

(1) indiquant si l'employé a lu et compris le

Code du CCN et s'engage à l'observer comme

condition d'emploi ; (2) indiquant s'il existe des

possibilités de conflits d'intérêts pour les

employés d'organismes ou ministères

fédéraux ; (3) qui permettent de tenir un registre

Fichiers de renseignements personnels particuliers

Dossier principal des détenteurs de cartes de crédit du Ministère

Description : Cette banque de données contient des renseignements sur les membres du personnel de Condition féminine Canada qui sont responsables d'une carte d'achat du gouvernement fédéral (Mastercard, Visa, etc.). Cette banque comprend le numéro de carte d'achat, le nom de la personne qui détient la carte, la date limite et la limite de crédit.

Catégorie de personnes : Les membres du personnel de Condition féminine Canada qui en ont reçu l'autorisation.

But : Veiller à ce que les achats faits par le personnel au nom du Ministère soient facturés aux comptes correspondant aux cartes d'achat appropriées.

Usages compatibles : Ces renseignements sont utilisés aux fins de comptes rendus et de rapports sur les dépenses effectuées pour le Ministère à partir de cartes d'achat.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de deux ans après la dernière consultation à des fins administratives puis détruits.

No. ADD : 99/004

Renvoi au dossier # : CFC NDP 914

Enregistrement (SCT) : 005274

Numéro de fichier : CFC PPE 805

Exclusion des postes de direction et de confiance

Description : Cette banque de données contient des renseignements sur les membres du personnel exclus des négociations collectives. On y retrouve la date d'exclusion, le code d'exclusion, le niveau et le groupe ainsi que la direction générale et la division.

Catégorie de personnes : Les membres du personnel de Condition féminine Canada exclus des négociations collectives en raison du poste de direction ou de confiance qu'elles ou ils occupent.

But : Consigner des données sur les membres du personnel exclus des négociations collectives.

Usages compatibles : Cette banque de données sert aux fins de la rémunération ainsi qu'en cas de grève.

Normes de conservation et de destruction :

Les dossiers sont conservés pour une période de cinq ans, après que l'information ait été remplacée ou soit devenue désuète puis détruits.

No. ADD : 98/005

Renvoi au dossier # : CFC NDP 926

Enregistrement (SCT) : 005277

Numéro de fichier : CFC PPE 815

Récompenses pour longs états de services

Description : Cette banque de données contient des noms, les dates d'entrée en fonction et les récompenses attribuées.

Catégorie de personnes : Les employées et employés de Condition féminine Canada.

But : La récompense pour longs états de service est le moyen par lequel Condition féminine Canada reconnaît les accomplissements de ses employées et employés.

Usages compatibles : Accorder des cadeaux commémoratifs après un certain nombre d'années de service.

Normes de conservation et de destruction : Les fichiers opérationnels sont conservés pendant une période minimale de deux ans après la dernière consultation à des fins administratives puis détruits; les fichiers financiers sont conservés pendant six ans puis détruits; et les fichiers créant des précédents sont conservés pendant 15 ans, puis détruits.

No. ADD : 98/005

Renvoi au dossier # : CFC NDP 918

Enregistrement (SCT) : 005276

Numéro de fichier : CFC PPE 810

Système de gestion des salaires

Description : Cette banque de données contient des renseignements personnels sur chaque employé de Condition féminine Canada, y compris ses nom et prénom, sa catégorie et son niveau professionnels, son salaire annuel, la date d'anniversaire de son entrée en fonction et son code financier.

Catégorie de personnes : Employés de Condition féminine Canada, y compris les employés à temps plein et à temps partiel, les employés nommés pour une période déterminée, les employés occasionnels, les étudiants et les détachements.

But : Le Système de gestion des salaires est le système ministériel de tenue des dossiers financiers pour la gestion des salaires.

Normes de conservation et de destruction : Les renseignements contenus dans ce fichier sont détruits deux ans après la dernière utilisation à des fins administratives.

No. ADD : 98/001

Renvoi au dossier # : CLC CLC 005

Enregistrement (SCT) : 002100

Numéro de fichier : CLC PPE 801

Harèlement

Description : Ce fichier contient de l'information

concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement,

notamment la médiation et les enquêtes. Les données recueillies comprennent de la

correspondance concernant les allégations de harcèlement; les entrevues réalisées avec les

plaignants et les mis en cause; les entrevues avec les témoins des incidents; les rapports des

enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les

décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des

médiateurs, les ententes de médiation, règlement, de mêmes que les notes et les opinions des

médiateurs peuvent être versés au dossier. Ces renseignements doivent constituer un dossier

distinct et ne doivent pas être placés dans le dossier personnel d'un plaignant. Lorsqu'une

mesure disciplinaire est prise à la suite d'une enquête, les renseignements peuvent être

transférés dans le fichier se rapportant aux mesures disciplinaires.

Catégorie de personnes : Employés de la

Commission nationale des libérations

conditionnelles et autres personnes à l'emploi de la fonction publique.

But : Ce fichier a pour but d'ermagasiner les renseignements nécessaires pour traiter les

plaintes de harcèlement; pour établir, dans des circonstances données, s'il y a vraiment une

situation de harcèlement et, dans l'affirmative, déterminer les mesures appropriées, notamment

des mesures disciplinaires, pour mettre fin à cette situation.

Usages comparables : Appuyer les décisions

portant sur les mutations et les mesures disciplinaires à l'endroit des employés et assurer

l'équité du processus de l'enquête, renseignements

concernant les résultats et les recommandations de l'enquête pouvant être divulgués au plaignants et au mis en cause. À la suite d'une plainte fondée, on peut divulguer au plaignant toute mesure

corrective ou disciplinaire. On peut utiliser des renseignements d'ordre général touchant des

personnes qui ne peuvent être identifiées pour analyser les tendances et donner de l'information

aux personnes oeuvrant dans le domaine de la prévention et du règlement du harcèlement.

Normes de conservation et de destruction : Les dossiers sont détruits cinq ans après la dernière

mesure administrative prise au sujet d'un cas donné.

No. ADD : 98/005

Renvoi au dossier # : CLC CLC 005

Enregistrement (SCT) : 005252

Numéro de fichier : CLC PPE 805

**Fichiers de renseignements
personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début

de cette publication) une définition des fichiers

ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Code régissant les conflits d'intérêts et l'après-mandat

- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Langues officielles
- Présences et congés
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Commission du droit du Canada

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Dossier personnel d'un employé

Commission nationale des libérations conditionnelles

Fichiers de renseignements
personnels particuliers

Vérification approfondie de fiabilité
Description : Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à la politique sur la sécurité du gouvernement fédéral. Le fichier contient des données ayant trait à leurs études, à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres

données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes.
Catégorie de personnes : Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel.
But : Ce fichier sert à confirmer l'identité des personnes en cause et à déterminer si l'on peut s'attendre à ce qu'elles exécutent leurs tâches de façon honnête et fiable.
Usages compatibles : Les renseignements sont utilisés pour appuyer les décisions relatives à des mutations, à des promotions, à des mesures disciplinaires et à des cessations d'emploi.

Commission des traités de la Colombie Britannique

Chapitre 80

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code de valeurs et d'éthique de la fonction publique

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcelement

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Stationnement

Commission d'examen des plaintes concernant la police militaire

Chapitre 81

Fichiers de renseignements personnels particuliers

Services intégrés

Relations de travail

Description : Ce fichier contient des avis et mesures prises suite à l'inconduite d'employés ; les plaintes officielles ou non de harcèlement, leur évaluation et leur résolution ; les griefs présentés par les employés et leurs agents de négociation ; et la réception d'événements ayant trait aux relations de travail, les enquêtes et les mesures prises à ce sujet.

Catégorie de personnes : Employés de la Commission, y compris les entrepreneurs et les personnes embauchées par l'entremise d'agences de placement temporaire.

But : Documenter tout renseignement requis pour traiter une plainte ou une mesure, pour prendre une décision dans une situation particulière et pour agir de façon spécifique.

Usages compatibles : Pour soutenir les décisions sur des questions ayant trait aux relations de travail tel que la discipline, le harcèlement, les griefs.

Normes de conservation et de destruction :

(présentation aux Archives nationales du Canada).

No. ADD : À déterminer

Renvoi au dossier # : CPM NDP 926

Fichiers de renseignements personnels ordinaires

Enregistrement (SCT) : 005244

Numéro de fichier : CPM PPE 801

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Journaux de contrôle des réseaux électroniques

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont déposé une plainte contre un employeur ou une association d'employés, en alléguant que ceux-ci n'ont pas respecté certains règlements, procédures ou décisions de la Commission.

But : Ce fichier a pour but de consigner, à l'intention de la Commission, les plaintes alléguant qu'un employeur ou une association d'employés n'a pas exécuté soit une disposition quelconque d'une certaine décision arbitrale, soit une décision d'un arbitre, ou alléguant qu'il y a eu violation de certaines dispositions de la Loi sur les relations de travail dans la Fonction publique ou de son Règlement, ou de la Loi sur les relations de travail au Parlement ou de ses règlements et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, manquement au devoir de représentation juste.

Usages compatibles : Appuyer les décisions de la Commission concernant les plaintes pour pratique déloyale.

Normes de conservation et de destruction : Les dossiers des affaires sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

No. ADD : 91/022

Renvoi au dossier # : RTC BSG 060

Enregistrement (SCT) : 000774

Numéro de fichier : RTF PCE 729

Fichiers de renseignements personnels particuliers

Nomination des arbitres (griets et différends)

Description : Ce fichier renferme des renseignements concernant la nomination des arbitres (griets et différends) à la Commission.

Catégorie de personnes : Arbitres (anciens et actuels) nommés par la Commission pour résoudre les différends et arbitres nommés par un décret en conseil pour trancher les griets.

But : Ce fichier sert à consigner les renseignements concernant la nomination des arbitres (griets et différends). Le fichier permet également de consigner et de fournir des renseignements sur les personnes nommées à titre d'arbitres.

Normes de conservation et de destruction : Les renseignements sont conservés pendant 25 ans après la fin du mandat et ensuite détruits.

No. ADD : 98/005

Renvoi au dossier # : RTF BSG 155

Enregistrement (SCT) : 002186

Numéro de fichier : RTF PPE 802

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Langues officielles

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

de la Commission concernant les griefs

arbitrables.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant les 10

années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées

trois ans après qu'elles ont été rendues. Ces

microfilms sont conservés pendant 30 ans, puis

transférés aux Archives nationales du Canada à

des fins archivistiques.

No. ADD : 91/022

Renvoi au dossier # : RTF BSG 065

Enregistrement (SCT) : 000772

Numéro de fichier : RTF PCE 726

Médiation des plaintes/griefs

Description : Ce fichier contient les demandes

de médiation, les réponses à ces demandes,

les avis de réunions et les rapports d'étape.

Catégorie de personnes : Ce fichier concerne

les personnes employées dans la fonction

publique du Canada et au Parlement.

But : Ce fichier a pour but de consigner les

étapes administratives du processus de

médiation.

Usages compatibles : Consigner l'information

et la fournir sur demande.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant 4 années

et ensuite détruits.

No. ADD : À être déterminé.

Renvoi au dossier # : RTF BSG 179

Enregistrement (SCT) : 005254

Numéro de fichier : RTF PCE 805

Opposition à l'exclusion de postes de

direction ou de confiance

Description : Ce fichier contient les demandes

d'employeurs visant à exclure des employés de

certaines unités de négociation, ainsi que les

réponses données à ces demandes, et les

décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne

les personnes qui, selon l'employeur, exercent

des fonctions confidentielles ou de gestion dans

la Fonction publique du Canada, ou au

Parlement.

But : Ce fichier a pour but de consigner, à

l'intention de la Commission, les objections que

des agents négociateurs ont faites au sujet de

propositions d'employeurs qui visent à exclure

des employés de certaines unités de

négociation, en invoquant comme motif que ces

derniers exercent des fonctions confidentielles

ou de gestion. Depuis le 1^{er} juin 1993, à la suite

des modifications apportées à la Loi sur les

relations de travail dans la fonction publique, ce

sont les postes plutôt que les fonctionnaires

dont l'exclusion au titre des fonctions de

direction ou de confiance est proposée.

Usages compatibles : Appuyer les décisions

de la Commission qui concernent l'exclusion de

certaines personnes des unités de négociation.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant les dix

années qui suivent le règlement de ces cas. Les

décisions de la Commission sont microfilmées

trois ans après qu'elles ont été rendues. Ces

microfilms sont conservés pendant 30 ans, puis

transférés aux Archives nationales du Canada à

des fins archivistiques. Les formules

d'approbation d'exclusions sont conservées

pendant deux ans à compter de la date où elles

ont été données et sont ensuite détruites.

No. ADD : 91/022

Renvoi au dossier # : RTG BSG 075

Enregistrement (SCT) : 000773

Numéro de fichier : RTF PCE 771

Plaintes - Code canadien du travail - partie II

Description : Ce fichier contient les plaintes

que les employés déposent contre leur

employeur à la suite de mesures prises par ce

dernier parce qu'ils se sont prévalus des droits

que leur accorde la Partie II du Code canadien

du travail.

Catégorie de personnes : Fonctionnaires

fédéraux.

But : Ce fichier a pour but de consigner la

décision rendue par la Commission à l'égard

des plaintes que les employés déposent contre

leur employeur.

Usages compatibles : Appuyer les décisions

rendues par la Commission quant à savoir si

l'employeur a pris ou non des mesures contre

l'employé parce qu'il s'est prévalu d'un des

droits que lui accorde la Partie II du Code

canadien du travail.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant les 10

années qui suivent le règlement de ces cas. Les

décisions de la Commission sont micro-filmées

trois ans après qu'elles ont été rendues. Ces

microfilms sont conservés pendant 30 ans, puis

transférés aux Archives nationales du Canada à

des fins archivistiques.

No. ADD : 91/022.

Renvoi au dossier # : RTF BSG 150

Enregistrement (SCT) : 001881

Numéro de fichier : RTF PCE 727

Plaintes relatives à des pratiques de travail

déloyales

Description : Ce fichier contient les formulaires

de plaintes, les réponses à ces plaintes, les avis

d'audition connexes et les décisions rendues

décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

No. ADD : 91/0222

Renvoi au dossier # : RTF BSG 110

Enregistrement (SCT) : 000776

Numéro de fichier : RTF PCE 710

Demandes de révision

Description : Ce fichier contient les demandes de révision des décisions de la Commission, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission au sujet du traitement de ces demandes.

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté à la Commission une demande en vue de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission.

But : Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes faites en vertu de l'article 27 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 17 de la Loi sur les relations de travail au Parlement afin de faire réviser, amender, altérer ou modifier une décision quelconque rendue par la Commission.

Usages compatibles : Appuyer les décisions rendues par la Commission au sujet des demandes de révision de ses décisions.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

No. ADD : 91/0222

Renvoi au dossier # : RTF BSG 050

Enregistrement (SCT) : 000777

Numéro de fichier : RTF PCE 793

Détermination des postes désignés

Description : Ce fichier contient les listes des postes considérés comme étant « désignés », les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés « désignés ».

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés

« désignés », c'est-à-dire des personnes dont les fonctions sont nécessaires dans l'intérêt de la sûreté ou de la sécurité du public.

But : Ce fichier a pour but de consigner, à l'intention de la Commission, les objections que des agents négociateurs ont faites pour s'opposer aux propositions d'employeurs qui veulent que certains employés ou certaines classes d'employés membres d'une certaine unité de négociation soient considérés comme des employés « désignés ». Depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, ce sont les postes plutôt que les fonctionnaires dont l'exclusion est proposée au titre des fonctions nécessaires pour la sécurité du public.

Usages compatibles : Appuyer les décisions de la Commission sur la question de savoir si certains postes de la Fonction publique du Canada sont des postes « désignés ».

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

No. ADD : 91/0222

Renvoi au dossier # : RTF BSG 080

Enregistrement (SCT) : 000779

Numéro de fichier : RTF PCE 737

Griefs renvoyés à l'arbitrage

Description : Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission.

But : Ce fichier a pour but d'enregistrer, à l'intention des arbitres membres de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1er juin 1993, à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, l'emploi pour des motifs autres que ceux d'ordre disciplinaire.

Usages compatibles : Appuyer les décisions

Commission des relations de travail dans la fonction

publique

Chapitre 79

Fichiers de renseignements

personnels centraux

Annulation de l'accréditation

Description : Ce fichier contient les demandes de révocation d'accréditation, les réponses à ces demandes, les avis d'auditions connexes et les décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui sont réputées faire partie d'une unité de négociation et qui ont transmis à la Commission une demande de révocation de l'accréditation de leur agent négociateur.

But : Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes que des personnes ont faites en vertu de l'article 42 de la Loi sur les relations de travail dans la Fonction publique ou de l'article 29 de la Loi sur les relations de travail au Parlement pour obtenir une déclaration attestant que leur agent négociateur ne représente plus la majorité des employés membres d'une certaine unité de négociation.

Usages compatibles : Appuyer les décisions de la Commission concernant les demandes de révocation de l'accréditation de certains agents négociateurs.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

No. ADD : 91/022
Renvoi au dossier # : RTF BSG 025
Enregistrement (SCT) : 000775
Numéro de fichier : RTF PCE 704

Décisions des agents de sécurité

Description : Ce fichier contient les décisions des agents de sécurité qui sont renvoyées à la Commission, concernant le refus d'un employé de travailler pour cause de danger.

Catégorie de personnes : Les fonctionnaires fédéraux qui ont demandé à un agent de sécurité de renvoyer sa décision à la Commission.

But : Ce fichier a pour but de consigner les

décisions rendues par la Commission à la suite d'une enquête sur les circonstances dans lesquelles l'agent de sécurité a pris sa décision ainsi que les motifs de celle-ci.

Usages compatibles : Depuis le 30 septembre 2000, la Commission des relations de travail dans la fonction publique ne recueille plus de données à ce sujet. Travail Canada, sous la gouverne de Développement des ressources humaines Canada, a maintenant la responsabilité concernant cet article de la Loi. L'information recueillie servait à appuyer les décisions rendues par la Commission après son enquête sur les décisions des agents de sécurité, relatives à la présence ou non d'un danger.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent le règlement de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques.

No. ADD : 91/022
Renvoi au dossier # : RTF BSG 145
Enregistrement (SCT) : 001880
Numéro de fichier : RTF PCE 734

Demande de prolongation de délai

Description : Ce fichier contient les demandes de prolongation de délai, les avis d'auditions connexes et les décisions rendues par la Commission.

Catégorie de personnes : Ce fichier concerne les personnes membres de la Fonction publique du Canada ou employées au Parlement qui ont présenté une demande de prolongation de délai afin de pouvoir présenter un grief ou donner une réponse à une procédure.

But : Ce fichier a pour but de consigner, à l'intention de la Commission, les demandes de prolongation de délai faites par des personnes désireuses de présenter un grief à un employeur, de faire renvoyer un grief à l'arbitrage de la Commission, ou de soumettre une réponse à une procédure.

Usages compatibles : Appuyer les décisions de la Commission concernant les demandes de prolongation de délai.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10

années qui suivent le règlement de ces cas. Les

officielles ; à la discipline ; au niveau de sécurité ; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présentés de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur.

Usages compatibles : Ce fichier sert principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences

et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelle ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références

Normes de conservation et de destruction : Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

No. ADD : 98/005
Renvoi au dossier # : CCBN PER 3500
Enregistrement (SCT) : 003944
Numéro de fichier : CBN PPE 810

Commission des lieux et monuments historiques du Canada

Chapitre 77

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Note : Les renseignements sur les membres de La Commission des lieux et monuments historiques du Canada sont détenus par le ministère du Patrimoine canadien.

Commission des plaintes du public contre la GRC

Chapitre 78

Veuillez noter que le ministère de la Sécurité publique et de la Protection civile (anciennement le ministère du Solliciteur général) conserve tous les dossiers des ressources humaines.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la dernière participation de l'employé au Programme d'aide aux employés.

No. ADD : 98/005.

Renvoi au dossier # : CISR 916

Enregistrement (SCT) : 003176

Numéro de fichier : CISR PPE 803

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcelement
- Langues officielles
- Mesures disciplinaires
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement

Commission des champs de bataille nationaux

Chapitre 76

Fichiers de renseignements personnels particuliers

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques

personnelles, y compris l'âge et le sexe ; le numéro d'identification de l'employé ; l'adresse du domicile ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs détenus ; le curriculum vitae et les références ; l'emplacement géographique et la situation dans l'organisation ; les nominations, les mutations, les promotions et les démonstrations ; les périodes d'emploi, y compris les périodes de stage, la durée de l'emploi ; les évaluations du rendement ; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le

perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve toutefois la principale série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

Catégorie de personnes : Employés de la Commission des champs de bataille nationaux. **But :** Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au développement ; à l'hygiène et à la sécurité professionnelles ; aux langues

Commission de l'immigration et du statut de réfugié

Fichiers de renseignements personnels particuliers

Plaintes concernant la conduite des

commissaires -

Description : Ce fichier contient des dossiers de plaintes du public concernant des allégations de comportement d'un commissaire jugé inacceptable d'après le Code de déontologie. Les renseignements personnels comprennent le nom du commissaire et les allégations portées contre lui; les témoignages; les avis juridiques; les enquêtes sur le comportement inacceptable et les rapports d'analyse de ces enquêtes. Le fichier pourrait comprendre également des renseignements personnels concernant le plaignant, notamment des précisions indiquant s'il s'agit d'un demandeur d'asile, du conseil d'un demandeur d'asile ou d'un consultant en immigration et une description des circonstances qui ont mené à la plainte.

Catégorie de personnes : Commissaires de la Section d'appel de l'immigration et de la Section de la protection des réfugiés de la CISR. (Les personnes qui rendent des décisions sur les cas dont est saisie la CISR sont appelées commissaires.)

But : Ce fichier contient des renseignements sur les plaintes déposées conformément au Protocole relatif aux questions concernant la conduite des commissaires. Il sert également à déterminer s'il y a lieu de prendre des mesures et, le cas échéant, la nature de ces mesures.

Usages compatibles : À être utilisé comme mentionné dans le but.

Normes de conservation et de destruction :

Les renseignements sont conservés pendant une période de trois ans après la date de la dernière mesure administrative dans le cas des plaintes fondées, et de deux ans dans le cas des plaintes non fondées. Une fois l'autorisation de disposition des documents (ADD) approuvée, les documents seront détruits à la fin de la période de conservation.

No. ADD : 98/005

Renvoi au dossier # : CISR OPS 020/025

Enregistrement (SCT) : 005502
Numéro de fichier : CISR PPU 155

Aide aux employés

Description : La Commission a conclu un

protocole d'entente avec l'Agence d'hygiène et de sécurité au travail de Santé Canada pour offrir des services d'aide à tous les employés et commissaires de la CISR. Il n'existe aucun fichier de renseignements sur le Programme d'aide aux employés (PAE) à la Commission. Le fichier PAE de Santé Canada contient des renseignements administrés de façon confidentielle touchant la participation des employés de la CISR au

Programme d'aide aux employés ; les avis de mise en rapport volontaire ou obligatoire (connexes au rendement au travail) ; les dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation ; et les rapports et la correspondance provenant de ces derniers ; les interprétations non médicales concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence d'hygiène et de sécurité au travail du ministère de la Santé Canada. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires sont conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

Catégorie de personnes :

Les employés et les commissaires de la CISR.

But : Ce fichier a pour but d'emmagasiner les renseignements nécessaires à l'administration du

Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation. Seules des données statistiques sont fournies à la Commission.

Usages compatibles :

Étayer les décisions ayant trait aux mesures en matière d'aide aux employés.

Normes de conservation et de destruction : Les données informatisées étaient conservées pendant 10 ans après avoir été retirées du système ou après que la personne concernée avait quitté la fonction publique. Elles étaient ensuite détruites. Les évaluations de rendement étaient conservées pendant cinq ans et étaient ensuite détruites.

No. ADD : 2001/025
Renvoi au dossier # : CFP DGD 065
Enregistrement (SCT) : 001477
Numéro de fichier : CFP PCE 766

Fichiers de renseignements personnels particuliers

Comptes créditeurs et comptes débiteurs

Description : Ce fichier peut contenir de l'information sur les frais de voyage, paiements aux fournisseurs, contrats, bons de commande, paiements aux autres ministères fédéraux, primes au mérite et à l'initiative, paiements des frais d'adhésions, paiements des salaires comprenant la paie régulière et le supplément de salaire. Il renferme aussi de l'information sur les comptes créditeurs liés à des recouvrements de frais de cours, publications, trop payés et des recouvrements entre ministères pour les salaires et autres services.

Catégorie de personnes : Les employés et employées du ministère que concernent la comptabilisation et le traitement des données financières pour la CFP.

But : Ces renseignements sont nécessaires aux fins de vérification et de justification de tous les paiements et recouvrements effectués par la CFP.

Usages compatibles : Ces renseignements servent à produire des rapports financiers tels que les états financiers ministériels, les comptes publics, les enquêtes parlementaires, les demandes d'accès à l'information, les analyses prévisionnelles mensuelles et trimestrielles, et d'autres demandes des organismes centraux du gouvernement.

Normes de conservation et de destruction : Les documents sont conservés pendant six ans et sont ensuite détruits.

No. ADD : 99/004
Renvoi au dossier # : CFP DGM 914
Enregistrement (SCT) : 002413
Numéro de fichier : CFP PPE 815

Postes de cadre de direction utilisant une marge de manœuvre et Plan de rémunération d'affectation spéciale

Description : Ce fichier peut contenir l'entente entre l'employé ou l'employée ou les

organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande.

Catégorie de personnes : Cadres de direction surclassés embauchés par la CFP et employés et employées des autres groupes embauchés en vertu du Plan de rémunération d'affectation spéciale (PRAS).

But : Ce fichier a été créé pour consigner et pour contrôler les situations de surclassement des cadres de direction et le recours au PRAS ayant cours à la CFP.

Usages compatibles : Le fichier sert à administrer et à conserver des données sur la situation du surclassement des cadres de direction et celle du PRAS. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la CFP et au SCT sur demande.

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans, puis sont ensuite détruits.

No. ADD : 98/005
Renvoi au dossier # : CFP 925
Enregistrement (SCT) : 001486
Numéro de fichier : CFP PPE 801

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés et employées

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après mandat

Contrôle de sécurité du personnel (vérification de la fiabilité et autorisation de sécurité)

Dossier personnel d'un employé ou d'une employée

Dotation

Évaluation du rendement et évaluation de l'employé ou de l'employée

Formation et perfectionnement

Griets

Harèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

l'autorisation qu'a un sous-chef d'inclure un nom sur la liste d'intervention. Ce fichier peut aussi contenir des dossiers relatifs aux agents supérieurs et agences supérieures du personnel, des finances et de la vérification interne.

Catégorie de personnes : Fonctionnaires de groupe et de niveau déclarés admissibles par la CFP, fonctionnaires qui étaient en affectation ou qui en étaient à la recherche dans le contexte d'Échanges Canada ou du Programme des affectations internationales; et fonctionnaires de niveau FI-4 (ou l'équivalent) et de niveau PE-6 à EX-3 qui possédaient les nombreuses compétences requises et qui ont été évalués par des comités consultatifs supérieurs.

But : Ce fichier a été créé afin de permettre à la CFP d'exercer ses pouvoirs et de s'acquitter de ses fonctions aux termes de l'article 5 de la Loi sur l'emploi dans la fonction publique et du Règlement, c'est-à-dire de maintenir un répertoire des candidats et candidates admissibles à des postes dont le groupe et le niveau ont été déclarés admissibles par la CFP.

Usages compatibles : Ce fichier servait à fournir des renseignements à l'Agence de gestion des ressources humaines de la fonction publique du Canada (AGRHFP) et aux ministères aux fins de la dotation, de la gestion des ressources humaines, de la planification de l'analyse, de l'évaluation et de la planification de la gestion de carrière. Liens avec d'autres systèmes (avant 1993) : le SIRG était régulièrement jumelé avec les systèmes suivants : le Système d'information des titulaires de l'AGRHFP (SCT PCE 723) (pour obtenir des renseignements sur les employés); le Système d'information sur le personnel supérieur de l'AGRHFP (SCT PCE 715) (pour obtenir des renseignements sur les postes); le Système de gestion de l'information sur les nominations de la CFP (pour mettre à jour les fichiers par suite de nominations); le Système de cessation d'emploi (pour déterminer le nombre de personnes qui ont quitté la fonction publique); et le Fichier de données sur les groupes désignés aux fins de l'équité en matière d'emploi (SCT PCE 706) (pour fournir des renseignements à l'AGRHFP sur l'équité en matière d'emploi). Des renseignements généraux étaient aussi partagés avec les Systèmes CAP, Échanges Canada et Programmes internationaux, avec les Répertoires des postulants et postulantes au groupe de la direction et avec le Fichier statistique trimestriel.

consigner et à fournir tous les renseignements relatifs à l'évaluation des candidates et candidats qui suivent le Programme cours et affectations de perfectionnement ou tout autre programme ministériel similaire pour que la sélection soit fondée sur le mérite. Il est aussi utilisé pour fournir de la rétroaction aux candidats et candidates qui en font la demande, et pour amasser des données normatives sur les personnes qui ont eu recours aux services du Centre d'évaluation.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans après l'évaluation et sont ensuite détruits. Les données informatisées sont conservées indéfiniment.

No. ADD : 2001/025

Renvoi aux dossiers # : CFP DGD 065 et CFP DGD 034

Enregistrement (SCT) : 001469

Numéro de fichier : CFP PCE 762

Services en formation linguistique (Ce programme a été transféré à l'École de la fonction publique du Canada.)

Système d'information des ressources de Gestion (SIRG) (dernière mise à jour en 1993) *Description :* Depuis 1993, les renseignements ont été transférés aux répertoires des candidates et candidats et au Cadre analytique. Ces fichiers offrent, en partie, les données nécessaires à la gestion des divers programmes et services de la CFP. Aussi peuvent-ils contenir des certificats de nomination; des fiches de membres du personnel; des curriculum vitae; des évaluations du rendement; des attestations des formations et des cours de perfectionnement suivis; des renseignements personnels généraux; de même que de l'information relative aux compétences, aux antécédents professionnels, aux aspirations de carrière et à l'expérience en gestion. Pour ce qui est des cadres de direction, le fichier peut contenir aussi des avis concernant la mise en disponibilité et le personnel excédentaire ou bénéficiaire de priorité; des notes concernant les demandes de mutation et leur justification; les notes concernant les candidatures des personnes intéressées prises en considération; les notes de service les plus récentes (rapport du jury) à la CFP; des lettres d'offre et d'acceptation; des notes au dossier, des lettres de recommandation, des formulaires d'inclusion à la liste d'intervention et des notes et rapports de prise en considération et d'orientation; il renferme également de l'information sur

Résultats de l'évaluation menée par le Service de counselling aux cadres supérieurs (antérieurement Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle)

Description : Ce fichier peut contenir des données biographiques, des notes reliées au service et des résultats d'évaluation.

Catégorie de personnes : Les titulaires d'un poste de cadre supérieur ou d'un poste équivalent, ainsi que les titulaires d'un poste de niveau EX moins un qui font appel au Service de counselling. Ce fichier vise également les fonctionnaires fédéraux qui ont fait appel au Service d'orientation pour des questions de réorientation professionnelle.

But : Ce fichier a pour but de donner de l'information aux fonctionnaires fédéraux qui font appel au Service de counselling aux cadres supérieurs, afin d'avoir une meilleure compréhension d'eux-mêmes et de recevoir un service confidentiel d'orientation.

Usages compatibles : On utilise ces renseignements pour donner des conseils au client ou à la cliente et pour transmettre ces renseignements à des personnes choisies, sur demande écrite du client ou de la cliente. Une quantité restreinte de ces renseignements peut aussi servir à compiler des données statistiques dans le but d'améliorer la qualité du service.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 10 ans après avoir été déclarés inactifs et sont ensuite détruits.

No. ADD : 2001/025

Renvoi aux dossiers # : CFP DGD 050 et CFP DGD 034

Enregistrement (SCT) : 002912

Numéro de fichier : CFP PCE 744

Sélection du personnel (autre que les cadres)

Description : Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de qualités, les formulaires d'entrée relatifs aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les lettres de recommandation ou les évaluations de rendement, les listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats et candidates ainsi que les avis des résultats des concours, y compris les lettres d'offre. S'il y a lieu, on y inclut également les avis de droit d'appel et autres documents afférents. Les personnes qui

remplissent un formulaire de demande d'accès à l'information doivent indiquer le numéro du concours.

Catégorie de personnes : Toute personne dont la candidature est prise en considération aux fins de nomination dans le cadre d'un processus de sélection du personnel.

But : Ce fichier a été créé conformément à l'article 10 de la Loi sur l'emploi dans la fonction publique et sert à consigner et à fournir des renseignements sur tous les processus de sélection du personnel.

Usages compatibles : Ce fichier sert à doter des postes, à fournir des renseignements aux participants et participantes à un processus de sélection en vue d'expliquer les raisons de la décision, et à fournir des documents relatifs aux enquêtes menées au cours du processus de sélection. Les renseignements concernant les groupes désignés aux fins de l'équité en matière d'emploi sont utilisés à des fins statistiques par la CFP, le Conseil du Trésor et le ministre employeur.

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans après l'expiration de la liste d'admissibilité ou deux ans après leur dernier usage à des fins administratives, et sont ensuite détruits.

No. ADD : 2001/025

Renvoi au dossier # : CFP DGD 030

Enregistrement (SCT) : 001455

Numéro de fichier : CFP PCE 779

Services d'évaluation des compétences en leadership (antérieurement Centre d'évaluation en vue de l'identification du potentiel de direction)

Description : Ce fichier peut contenir des notes de service et des lettres, des données biographiques, des résultats de l'évaluation ou des observations communiquées par les évaluateurs et évaluatrices.

Catégorie de personnes : Toute personne ayant fait l'objet d'une évaluation par les services d'évaluation suite à l'administration de l'un ou l'autre des outils d'évaluation des services d'évaluation (vérification structurée des références, données sur les réalisations de la candidate ou du candidat, rétroaction 360, etc.)

But : Ce fichier a été créé conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidates et candidats à tout programme ministériel destiné à mettre en valeur le potentiel en matière de gestion.

Usages compatibles : Ce fichier sert à

d'accès à l'information sont priées d'indiquer leur code d'identification de dossier personnel.

Catégorie de personnes : Toute personne ayant subi les examens de sélection élaborés par la CFP.

But : Ce fichier a été créé conformément à l'article 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements sur les examens de sélection (concours ou autres types de sélection).

Usages compatibles : Ce fichier sert à conserver et à fournir aux ministères des renseignements sur les résultats aux examens administrés par les bureaux régionaux de la CFP ou par tout autre ministère dans le cadre d'un processus de sélection en vue d'évaluer les compétences des candidates et candidats. Les renseignements servent également à la planification et à l'analyse des ressources humaines. Les renseignements de ce fichier figurent dans le Système de correction des examens et de production des rapports (SCEPR) et le système est relié au Système de gestion des répertoires ainsi qu'au Système de recrutement postsecondaire qui contiennent les répertoires des candidates et candidats. Les renseignements personnels fournis volontairement (scolarité, âge, sexe, classification, appartenance à un groupe désigné aux fins de l'équité en matière d'emploi) ainsi que les réponses aux questions d'examen, sont utilisés aux fins de recherche et de développement (p. ex. validation des questions d'examen, élaboration de nouveaux tests, etc.).

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans et sont ensuite détruits. Les résultats d'examen sont conservés indéfiniment dans des dossiers informatisés.

No. ADD : 2001/025

Renvoi aux dossiers # : CFP DGD 030 et CFP DGD 050

Enregistrement (SCT) : 001454

Numéro de fichier : CFP PCE 773

Résultats aux tests d'évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir les feuilles de réponses et les résultats des personnes ayant subi les tests ELS d'interaction orale, de compréhension de l'écrit ou d'expression écrite. Les enregistrements des tests d'interaction orale, pour leur part, sont conservés par le centre d'examen de la CFP où le test a été administré. Les personnes qui remplissent un formulaire de demande d'accès

à l'information sont priées d'indiquer leur code d'identification de dossier personnel.

Catégorie de personnes : Toute personne ayant subi ELS : (tests d'interaction orale, de compréhension de l'écrit ou d'expression écrite).

But : Ce fichier a été créé conformément aux articles 16(1) et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les résultats d'examen aux fins de nomination.

Usages compatibles : Le fichier sert à conserver et à fournir les résultats aux tests de langue seconde aux fins de la dotation des postes bilingues ainsi qu'à fournir des renseignements aux fins de gestion du personnel ou de recherche et à des fins statistiques. Lorsque la personne est nommée à la fonction publique fédérale, le fichier transmet les résultats de ses tests à la base de données du Service d'information sur le personnel (SIP) de Travaux publics et Services gouvernementaux Canada. Par l'intermédiaire du SIP, ces renseignements sont alors mis à la disposition du personnel autorisé dans les ministères, soit en ligne, soit par téléphone. Le système des langues officielles du Conseil du Trésor est relié au SIP pour permettre d'obtenir les résultats des tests d'ELS liés aux exigences du poste. Les renseignements de ce fichier figurent dans le Système de correction des examens et de production des rapports (SCEPR), et le fichier est relié au Système de gestion des répertoires, qui contient les répertoires des candidats et candidates. Les renseignements personnels fournis volontairement (scolarité, âge, sexe, classification, appartenance à un groupe désigné aux fins de l'équité en matière d'emploi), ainsi que les réponses aux questions d'examen, sont utilisés à des fins de recherche et de développement (p. ex. : validation des questions d'examen, élaboration de nouveaux tests, etc.).

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans. Les enregistrements des tests d'interaction orale sont conservés pendant deux ans à moins que la personne intéressée ne consente à l'effacement avant cette date. Les résultats d'examen sont également conservés indéfiniment dans des dossiers informatisés.

No. ADD : 2001/025

Renvoi aux dossiers # : CFP DGD 030 et SCT PCE 703

Enregistrement (SCT) : 001461

Numéro de fichier : CFP PCE 797

au programme.
Catégorie de personnes : Toute personne qui était intéressée à un emploi dans une organisation internationale, qui avait un emploi ou qui avait terminé une période d'emploi.
But : Ce fichier a été créé en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique afin de fournir un répertoire des personnes qui désiraient obtenir un poste dans une organisation internationale.
Usages compatibles : Ce fichier servait à trouver les candidates et candidats pour combler des postes vacants dans les organisations internationales. Il servait aussi à la gestion générale du programme.
Normes de conservation et de destruction : Les documents des personnes qu'un emploi à l'étranger intéressait étaient conservés pendant deux ans après avoir été déclarés inactifs et étaient ensuite détruits.
No. ADD : 2001/0225
Renvoi au dossier # : CFP DGD 065
Enregistrement (SCT) : 001951
Numéro de fichier : CFP PCE 756

Recours en matière de mutation
Description : Ce fichier renferme des dossiers de plainte contenant des renseignements personnels généraux, les preuves recueillies durant l'enquête, un rapport d'enquête assorti de recommandations à l'administrateur général ou l'administratrice générale ainsi que la décision de la CFP, le cas échéant, et une fiche d'information statistique concernant la plainte.
Catégorie de personnes : Les fonctionnaires qui ont soumis à la Direction générale des recours une plainte concernant l'application de l'article 34.4 de la Loi sur l'emploi dans la fonction publique.
But : Conformément à l'article 34.4 de la Loi sur l'emploi dans la fonction publique, ce fichier sert à fournir des renseignements qui permettront à l'enquêteur ou l'enquêtrice d'évaluer les éléments de preuve et de formuler des recommandations à l'administratrice générale ou l'administrateur général en ce qui a trait aux mesures correctives à prendre par rapport à la mutation du fonctionnaire en cause.
Usages compatibles : Ce fichier sert à la préparation des rapports de la CFP au Parlement.

Normes de conservation et de destruction : Les documents sont conservés pendant cinq ans et sont ensuite détruits.
No. ADD : 2001/0225
Renvoi au dossier # : CFP DEA 005

Enregistrement (SCT) : 003270
Numéro de fichier : CFP PCE 736
Répertoires des candidats et candidates et présentations
Description : Ce fichier peut contenir des demandes d'emploi et des curriculum vitae, des résultats d'examen, ainsi que des renseignements sur la présélection, les concours et les présentations. Les personnes qui veulent avoir accès à ces renseignements sont priées d'indiquer la ville où elles ont présenté leur demande d'emploi, ainsi que le numéro de concours, le cas échéant.
Catégorie de personnes : Toute personne ayant présenté une demande d'emploi lors d'un concours afin d'obtenir un poste à la fonction publique.
But : Ce fichier a été créé conformément à l'article 5 de la Loi sur l'emploi dans la fonction publique qui prévoit la tenue de répertoires des candidats et candidates ayant présenté une demande d'emploi à la fonction publique du Canada dans tous les groupes professionnels, sauf le groupe de la direction.
Usages compatibles : Ce fichier sert à déterminer les candidats et candidates possédant les qualités requises pour une présentation et une nomination à un poste de la fonction publique. Pour certains concours, les curriculum vitae peuvent parfois être transmis au ministère, qui les conservera. Les renseignements concernant les groupes désignés aux fins de l'équité en matière d'emploi sont utilisés à des fins statistiques par la CFP, le Conseil du Trésor et le ministère employeur. Ce fichier est fréquemment jumelé avec l'information sur les nominations et sur les résultats d'examen à des fins statistiques en vue d'évaluer les programmes.
Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans après avoir été retirés des répertoires ou après présentation et ils sont ensuite détruits. Les données informatisées sont conservées pendant cinq ans.
No. ADD : 2001/0225
Renvoi au dossier # : CFP DGD 030
Enregistrement (SCG) : 001451
Numéro de fichier : CFP PCE 709

Résultats aux examens de sélection
Description : Ce fichier peut contenir les feuilles de réponses, certains examens écrits et les résultats d'examen des personnes évaluées à des fins de sélection ou à toute autre fin au moyen d'examen de la CFP. Les personnes qui remplissent un formulaire de demande

Programme de recrutement postsecondaire (PRP) : répertoire des candidates et candidats

Description : Ce fichier est entièrement électronique et ses utilisatrices et utilisateurs peuvent y accéder 24 heures par jour. Il

contient des renseignements personnels, des données démographiques, des curriculum vitae, des relevés de notes, des résultats d'examen (le cas échéant), de la correspondance, des dossiers de cas à considérer, des notes ou des présentations, des notes au dossier et des messages à l'intention de tous les candidats et candidates du Programme.

Catégories de personnes : Toute personne présentant une demande lors du recrutement postsecondaire.

But : Ce fichier a été créé en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui postulent un emploi lors de la campagne de recrutement postsecondaire.

Usages compatibles : Ce fichier sert à trouver des candidates et candidats pour les postes offerts par l'intermédiaire du Programme de recrutement postsecondaire. Il peut être utilisé à des fins de planification des ressources humaines, de statistiques et d'études.

Normes de conservation et de destruction : Conformément à la politique du SCT pour la conservation et la destruction des fichiers électroniques. Les renseignements concernant les candidates et candidats sont transmis au ministère participant.

No. ADD : 2001/025
Renvoi au dossier # : CFP DGD 031
Enregistrement (SCT) : 003954
Numéro de fichier : CFP PCE 785

Programme de stagiaires en gestion (PSG) : répertoire des candidates et candidats des participantes et participants
(Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Programme d'initiatives des mesures spéciales (PIMS) (a pris fin en 1998)
Description : Ce fichier peut contenir des renseignements concernant les affectations de formation en cours d'emploi des personnes ayant suivi le Programme d'initiatives des mesures spéciales. Il s'agit d'initiatives telles que le Programme d'accès, le Programme d'emploi pour les minorités visibles, le Programme national de perfectionnement des Autochtones, le Programme des carrières du Grand Nord et le Programme des emplois non

traditionnels pour les femmes. Par exemple, ce fichier peut contenir l'identification du stagiaire, l'information relative à la formation, la lettre d'entente, le plan de formation, le formulaire d'autorisation médicale et psychiatrique, la description du poste, l'évaluation de la formation, des lettres d'offre, les rapports sur les opérations de dotation, ainsi que les détails sur l'emploi à la suite de la formation, y compris les transactions et les dates de suivi. Les documents ou les dossiers officiels sont conservés par les bureaux régionaux de la CFP. Des copies des documents peuvent également être conservées dans les archives des ministères participants.

Catégorie de personnes : Les personnes ayant suivi le Programme d'initiatives des mesures spéciales, dont le Programme d'accès pour les personnes handicapées, le Programme d'emploi pour les minorités visibles, le Programme national de perfectionnement des Autochtones, le Programme des carrières du Grand Nord et le Programme des emplois non

But : Ce fichier a été créé en vertu de l'autorisation no 789462 du Conseil du Trésor pour consigner des renseignements sur les personnes qui ont suivi le Programme d'initiatives des mesures spéciales.

Usages compatibles : Le fichier sert à surveiller les progrès accomplis par les participantes et participants et à mesurer l'efficacité de chaque initiative ou programme. Il sert également à la préparation des rapports statistiques et des rapports d'information sur la gestion pour la CFP, le SCT, les ministères fédéraux et les comités d'équité en matière d'emploi.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans après que la participante ou le participant a terminé son affectation et ils sont ensuite détruits. Les documents lisibles à la machine sont conservés pendant 20 cinq ans et sont ensuite détruits.

No. ADD : 2001/025
Renvoi aux dossiers # : CFP DGD 030 et CFP DGD 040
Enregistrement (SCT) : 002297
Numéro de fichier : CFP PCE 798

Programmes internationaux : répertoire
Description : Ce programme a été aboli le 1er avril 2003. Ce fichier peut contenir des renseignements liés aux cas où la candidature de l'intéressé a été étudiée, les relevés des présentations, et de la correspondance relative

l'article 41.

But : Ce fichier a été créé conformément aux articles 29, 30 et 39 de la Loi sur l'emploi dans la fonction publique et aux articles 32 à 40 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les bénéficiaires de priorité statutaire ou réglementaire. Il est aussi conforme à diverses politiques de la CFP en vue de fournir des renseignements sur les bénéficiaires de priorité. **Usages compatibles :** Ce fichier sert à assigner et à faire connaître chaque année au Parlement le nom des fonctionnaires de certains groupes professionnels ou celui des personnes nommées en vertu d'un décret d'exemption.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans à compter de la date d'échéance de l'exemption et sont ensuite envoyés aux archives historiques.

No. ADD : 2001/025
Renvoi au dossier # : CFP DGM 022
Enregistrement (SCT) : 001447
Numéro de fichier : CFP PCE 780

Priorités statutaires et réglementaires
Description : Ce fichier peut contenir des renseignements personnels généraux, des renseignements sur les priorités réglementaires ou statutaires et les résultats des présentations aux ministères. Ces renseignements portent notamment sur les sujets suivants : congé, dotation du personnel des cabinets de ministre, mise en disponibilité, personnel excédentaire, réintégration, réinstallation du conjoint, situation du fonctionnaire devenu handicapé, et situation de certains membres des Forces canadiennes et de la GRC. Certains renseignements sont informatisés.

Catégorie de personnes : Fonctionnaires et autres bénéficiaires de priorité statutaire ou réglementaire.

But : Ce fichier a été créé conformément aux articles 29, 30 et 39 de la Loi sur l'emploi dans la fonction publique et aux articles 32 à 40 du Règlement sur l'emploi dans la fonction publique en vue de fournir des renseignements sur les bénéficiaires de priorité statutaire ou réglementaire. Il est aussi conforme à diverses politiques de la CFP en vue de fournir des renseignements sur les bénéficiaires de priorité. **Usages compatibles :** Ce fichier sert à déterminer les bénéficiaires de priorité statutaire ou réglementaire en vue d'une nomination et à entreprendre des recherches afin de leur trouver un poste. Des rapports spéciaux sont

régulièrement remis au Conseil du Trésor, aux ministères, aux syndicats et à la gestion de la CFP aux fins de contrôle et à des fins statistiques.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans à compter de l'échéance de la priorité et sont ensuite détruits. Certains renseignements informatisés sont conservés indéfiniment.

No. ADD : 2001/025
Renvoi au dossier # : CFP DGD 034
Enregistrement (SCT) : 001452
Numéro de fichier : CFP PCE 798

Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants
 (Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Programme cours et affectations de perfectionnement (CAP) : répertoire des candidates et candidats et des participantes
 (Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Programme de formation accélérée pour les économistes (PFAE) : répertoire des candidates et candidats et des participantes
 (Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et candidats
 (Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants
 (Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Programme de perfectionnement en recherche sur les politiques (PPRP)
 (Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Fonctionnaires renvoyés ou rétrogradés (la CFP n'assume plus cette fonction depuis 1993)

Description : Ce fichier peut contenir des renseignements personnels de base ; la recommandation de l'administrateur général à la Commission ainsi que les motifs du renvoi ou de la rétrogradation, la décision d'appel, s'il y a lieu, la recommandation de la Secrétaire générale à la Commission, la décision de la Commission, et les avis de renvoi ou de rétrogradation au ministère et à l'employé.

Catégorie de personnes : Fonctionnaires dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux.

But : Ce fichier a été créé conformément à l'article 31 de la Loi sur l'emploi dans la fonction publique (maintenant révoqué par l'article 21 de la Loi sur la Réforme de la fonction publique) en vue de consigner les renseignements sur les employés dont le renvoi ou la rétrogradation a été recommandé par les administrateurs généraux.

Usages compatibles : Ce fichier servirait à fournir les renseignements nécessaires afin de permettre à la Commission d'évaluer les cas présentés par les administrateurs généraux, avant juin 1993, relativement au renvoi ou à la rétrogradation et de prendre une décision éclairée. Il servirait aussi à fournir des renseignements aux fins des rapports de la Commission au Parlement. NOTE : Depuis le 1^{er} janvier 1993, ces recommandations, sauf celles faites avant l'entrée en vigueur de la Loi sur la Réforme de la fonction publique, L.C., 1992, c.54, ne relèvent plus de la CFP, cette responsabilité ayant été déléguée aux administrateurs généraux.

Information et inscription aux cours
(Ce programme a été transféré à l'École de la fonction publique du Canada.)

Médiation, enquête et encadrement dans la prévention et le règlement du harcèlement en milieu de travail

Description : Ce fichier peut contenir des renseignements personnels généraux, des extraits du dossier de l'employé ou de l'employée, des notes d'entrevues, des

allégations ou des plaintes, des notes de service, des lettres, des évaluations de rendement, des protocoles d'entente et des rapports d'enquête. Une fois la prestation de service complétée, la CFP fait parvenir une copie du dossier de service au ministère demandeur et en porte une autre à ses dossiers.

Catégorie de personnes : Fonctionnaires que touchent les services d'enquête, de médiation ou d'encadrement de la Direction générale des recours, conformément à la Politique du Conseil du Trésor sur la prévention et le règlement du harcèlement en milieu de travail.

But : Ce fichier a été créé conformément au décret C.P. 2001-955 en vue de servir de ressource pour recueillir des renseignements pendant l'enquête, la médiation ou l'encadrement, sur demande du ministre.

Usages compatibles : Les renseignements sont recueillis pour permettre l'examen de la plainte ou du différend en milieu de travail et la formulation de conclusions et de recommandations s'il y a lieu. Ils servent également à des fins statistiques.

Normes de conservation et de destruction : Les dossiers demeurent actifs pendant le processus d'enquête, de médiation et d'encadrement et sont détruits cinq ans après avoir été déclarés inactifs. Les données informatisées sont conservées pendant cinq ans et sont ensuite détruites.

No. ADD : 2001/025
Renvoi au dossier # : CFP DAE 010
Enregistrement (SCT) : 005181
Numéro de fichier : CFP PCE 768

Orientation linguistique

(Ce programme a été transféré à l'École de la fonction publique du Canada.)

Personnes nommées en vertu d'un décret d'exemption

Description : Ce fichier peut contenir les recommandations de la CFP et du ministre du Cabinet au gouverneur en conseil, des renseignements personnels généraux, le décret d'exemption et le règlement.

Catégorie de personnes : Personnes nommées à la fonction publique exemptées de certaines dispositions de l'article 41 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de rapporter au Parlement le nom des fonctionnaires de certains groupes professionnels ou celui des personnes nommées à la fonction publique qui sont soustraites aux dispositions de la Loi sur l'emploi dans la fonction publique en vertu de

Loi et du Règlement sur l'emploi dans la fonction publique, les plaintes de harcèlement en milieu de travail tel qu'il est défini dans la politique du Conseil du Trésor.

Usages compatibles : Les renseignements sont recueillis pour examiner des allégations, des recommandations et prendre des mesures s'il y a lieu. Il sert également à préparer les documents de référence en vue de la création d'un comité d'enquête ou pour la préparation d'un dossier de Cour fédérale.

Normes de conservation et de destruction : Les dossiers demeurent actifs pendant l'enquête et l'étape de conciliation et sont détruits cinq ans après avoir été déclarés inactifs. Les dossiers de plainte qui ne donnent pas lieu à une enquête formelle sont conservés pendant deux ans et sont ensuite détruits. Les données informatisées sont conservées pendant cinq ans et sont ensuite détruites.

Évaluateurs et évaluateurs de l'Évaluation de langue seconde (ELS)

Description : Ce fichier peut contenir des renseignements relatifs à l'accréditation, la certification et au contrôle des administrateurs et administratrices et des correctrices et correcteurs de tests d'ELS, ainsi que des évaluateurs et évaluateurs d'interaction orale de l'ELS. Il s'agit notamment de : formulaires d'inscription au Programme de certification, formulaires d'accord d'utilisation des tests, lettres de certification, commentaires et recommandations des moniteurs et monitrices et agents et agents de contrôle et autres renseignements administratifs recueillis lors de l'accréditation et la certification.

Catégorie de personnes : Fonctionnaires ayant suivi le Programme de certification de l'interaction orale ou ceux et celles qui ont reçu l'autorisation d'administrer et de corriger les tests d'ELS.

But : Ce fichier a été créé conformément aux articles 5(a), 16 et 20 de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'accréditation et la certification des évaluateurs et évaluateurs de l'ELS.

Usages compatibles : Ce fichier est utilisé pour consigner des renseignements ayant trait aux qualités requises des évaluateurs et évaluateurs et à la formation et la certification et l'accréditation des évaluateurs et évaluateurs

de l'ELS. Il fournit également des renseignements permettant d'assurer la qualité des évaluations et de prendre des mesures correctives, au besoin.

Normes de conservation et de destruction : Tous les dossiers sont conservés pendant 10 ans après que l'employé ou l'employée a quitté son poste d'évaluatrice ou d'évaluateur. Les dossiers des personnes qui n'ont pas exercé la fonction d'évaluateur ou d'évaluatrice sont également conservés pendant 10 ans. Les dossiers sont ensuite détruits.

No. ADD : 2001/025
Renvoi au dossier # : CFP DGD 030
Enregistrement (SCT) : 001458
Numéro de fichier : CFP PCE 796

Évaluation de la langue seconde (ELS) par les bureaux régionaux

Description : Ce fichier peut contenir la demande d'évaluation de langue seconde et le formulaire de résultats, les renseignements personnels généraux, l'enregistrement de l'entrevue orale, les rapports et les résultats de l'évaluation.

Catégorie de personnes : Toute personne ayant subi une évaluation de la compétence en langue seconde administrée par les bureaux régionaux de la CFP.

But : Ce fichier est conforme aux articles 16 et 20 de la Loi sur l'emploi dans la fonction publique qui prévoit l'évaluation de la compétence en langue seconde des candidats et candidates.

Usages compatibles : Le fichier sert à consigner des renseignements ayant trait à l'évaluation linguistique des candidats et candidates évalués aux fins de nomination à un poste bilingue à la fonction publique et à d'autres fins, tel que le stipule l'entente entre la CFP et le SCT au sujet des évaluations linguistiques. Les résultats sont inscrits dans le système des résultats aux tests (voir le fichier CFP PCE 718) et peuvent être inscrits dans les répertoires de candidates et candidats.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans, les enregistrements des entrevues pendant deux ans et sont ensuite détruits, à moins que l'employé ou l'employée ne consente à l'effacement avant cette date.

No. ADD : 2001/025
Renvoi aux dossiers # : CFP DGD 030, 050
Enregistrement (SCT) : 001457
Numéro de fichier : CFP PCE 795

But : Ce fichier est conforme à l'article 20 (et dans certains cas, à l'article 10) de la Loi sur l'emploi dans la fonction publique en vue de consigner les renseignements concernant l'examen du dossier des employés et employés qui demandent à la CFP soit d'être exemptés de l'obligation de satisfaire aux exigences linguistiques de leur poste, soit de recevoir une prolongation de leur temps d'exemption ou de passer outre à un pronostic négatif aux fins de nomination.

Usages compatibles : Ce fichier permet à la CFP d'accorder ou de refuser une exemption, une prolongation du temps d'exemption, ou de passer outre à un pronostic négatif selon le décret d'exemption sur les langues officielles.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 20 ans et sont ensuite détruits, sauf pour certains dossiers qui sont conservés indéfiniment dans les Archives nationales.

No. ADD : 2001/025

Renvoi au dossier # : CFP DGD 050

Enregistrement (SCT) : 001460

Numéro de fichier : CFP PCE 774

Dotation des cadres de direction

Description : Ce fichier peut contenir les cotes de sécurité, les résultats obtenus aux examens linguistiques, les notes de service à la CFP (rapports des jurys), les lettres d'offre, les lettres d'acceptation, les lettres destinées aux candidats et candidates ayant échoué, les avis de droit d'appel, s'il y a lieu, les lettres confirmant qu'il n'y a pas eu d'appel, les copies du rapport d'opération de dotation, les formulaires d'information sur les langues officielles, les demandes de dotation sans délégation, les énoncés de qualités, les descriptions de tâches, les demandes d'emploi, les curriculum vitae, les rapports individuels des candidates et candidats du Centre d'évaluation pour la nomination des cadres de direction, de même que le rapport d'évaluation du Programme de recrutement des cadres de direction, les résultats de la vérification, les références et la liste des personnes prises en considération pour le poste. Les personnes qui remplissent un formulaire de demande d'accès à l'information sont priées d'indiquer le numéro de référence (concours).

Catégorie de personnes : Toute personne qui participe à un concours du groupe de la direction administré par la CFP.

But : Ce fichier est conforme à l'article 10 de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements

concernant les concours du groupe de la direction administrés par la CFP.

Usages compatibles : Ce fichier sert à fournir des renseignements concernant les sélections et les nominations dans le groupe de la direction faites par la CFP. Sur demande, des renseignements peuvent être fournis aux participantes et participants à un processus de sélection en vue d'expliquer les raisons de la décision relative à la sélection. Il est possible d'obtenir les renseignements que contient ce fichier à partir des répertoires des candidates et candidats et des résultats d'évaluation et auprès des ministères.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans à compter de la date d'expiration de la liste d'admissibilité et sont ensuite détruits.

No. ADD : 2001/025

Renvoi au dossier # : CFP DGD 065

Enregistrement (SCT) : 001475

Numéro de fichier : CFP PCE 746

Échanges Canada : répertoire des candidates et candidats et des participantes et participants

(Ce programme a été transféré à l'Agence de gestion des ressources humaines de la fonction publique du Canada.)

Enquêtes

Description : Ce fichier peut contenir les extraits du dossier de l'employé ou de l'employée et du dossier de concours, des notes d'entrevue, des allégations ou des plaintes, des notes de service et des lettres, des évaluations de rendement, des coupures de presse, des protocoles d'entente et des rapports d'enquête officiels. Il peut aussi contenir des renseignements relatifs à des activités de conciliation auprès des ministères, des représentants et représentantes de membres du personnel ou des plaignants et plaignantes.

Catégorie de personnes : Personnes concernées par une plainte ou fonctionnaires ayant logé une plainte auprès de la Direction générale des recours portant sur l'application de la Loi et du Règlement sur l'emploi dans la fonction publique, ou par une plainte de harcèlement en milieu de travail tel qu'il est défini dans la politique du Conseil du Trésor.

But : Ce fichier est conforme à l'article 7.1 de la Loi sur l'emploi dans la fonction publique et du décret C.P. 1986-2350 (maintenant révoqué), ainsi que du décret subséquent (C.P. 2001-955) en vue de consigner des renseignements sur les enquêtes portant sur les applications de la

et pour amasser des données normatives, à des fins de recherche et de développement, sur les personnes qui ont eu recours aux services du Centre d'évaluation.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant cinq ans après l'évaluation et sont ensuite détruits. Les données informatisées sont conservées indéfiniment.

No. ADD : 2001/025

Renvoi aux dossiers # : CFP DGD 065/CFP

DGD 034

Enregistrement (SCT) : 004463

Numéro de fichier : CFP PCE 711

Comité de révision linguistique

(Ce programme a été transféré à l'École de la fonction publique du Canada.)

Congés en vue de briguer les suffrages

Description : Ce fichier peut contenir la

demande de congé, l'opinion de l'administrateur général ou de l'administratrice générale, la recommandation du directeur général ou de la

directrice générale de la Direction de la délégation de la CFP, la décision de la CFP, les avis de publication dans la partie I de la Gazette

du Canada, et, à l'occasion, des coupures de journaux.

Catégorie de personnes : Fonctionnaires qui ont demandé un congé en vue de se porter ou

d'être choisi comme candidat ou candidate. **But :** Ce fichier est conforme aux articles 32, 33

et 34 de la Loi sur l'emploi dans la fonction publique en vue de consigner des

renseignements qui permettent à la CFP de décider si elle doit accorder un congé aux

fonctionnaires qui désirent briguer les suffrages. **Usages compatibles :** Ce fichier sert à fournir

à la CFP les renseignements nécessaires à la prise de décision. Il contient aussi des

renseignements utilisés dans les rapports au Parlement.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant sept ans suivant la demande et sont ensuite détruits.

No. ADD : 2001/025

Renvoi au dossier # : CFP DGM 022

Enregistrement (SCT) : 001448

Numéro de fichier : CFP PCE 763

Consultation et perfectionnement professionnel, Gestion de la diversité :

niveau des cadres supérieurs

(anciennement Direction de l'équité en matière d'emploi des Programmes des

cadres de la direction)

Description : Ce fichier peut contenir des renseignements personnels généraux, des

curriculum vitae, des renseignements professionnels et des plans de carrière

généraux, ainsi que des renseignements sur les évaluations et les vérifications des références.

Catégorie de personnes : Membres des

groupes désignés aux fins de l'équité en matière d'emploi dont le niveau équivaut aux

niveaux EX, EX moins un et moins deux. Il s'agit des femmes, des membres des minorités

visibles, des Autochtones et des personnes handicapées qui ont eu recours aux services de

consultation et de perfectionnement professionnels.

But : Ce fichier vise à tenir un dossier sur les antécédents des membres des groupes

désignés qui veulent avoir recours à des services de consultation professionnelle afin de

réaliser leurs projets de carrière. **Usages compatibles :** Ce fichier sert à tenir

des dossiers sur les réunions avec les clients et les dossiers qui sont déclarés

inactifs et sont ensuite détruits. **No. ADD :** 2001/025

Renvoi au dossier # : CFP DGD 065

Enregistrement (SCT) : 001466

Numéro de fichier : CFP PCE 721

Décret d'exemption sur les langues officielles

Description : Ce fichier peut contenir des

renseignements personnels généraux, des certificats médicaux, des documents pertinents,

la CFP dans certains cas. **Catégorie de personnes :** Fonctionnaires

ayant fait une demande formelle d'exemption ou de prolongation.

sur la santé et les limitations d'activités.
Catégorie de personnes : Titulaires d'un poste à la fonction publique ou personnes ayant quitté cette dernière.
But : La CFP a créé ce cadre analytique afin de consigner des renseignements sur les nominations à la fonction publique (avant avril 1999), les départs, la répartition des fonctionnaires (selon les ministères et les emplacements); et de produire de l'information sur l'état de santé du système de dotation au sein de la fonction publique. Entre 1999 et 2003, les activités de dotation étaient évaluées à partir du système des titulaires et de la mobilité. Depuis 2003, les évaluations liées aux activités de dotation sont tirées du Système d'information analytique basé sur les emplois. Le cadre analytique est mis à jour régulièrement.
Usages compatibles : Les renseignements servent à l'élaboration de rapports statistiques, à la planification, à l'analyse des ressources humaines, à la surveillance des activités de dotation, à la production du rapport annuel de la CFP, à la recherche à la CFP ainsi qu'aux fins d'autres rapports à l'AGRHFP sur l'utilisation des ressources humaines et l'état des programmes. Cette information est utilisée aux fins de la planification et de la conduite d'enquêtes, de vérifications et d'études sur les pratiques en dotation. Une décision administrative individuelle ne saurait, en aucun cas, se fonder uniquement sur ces renseignements. Ces renseignements sont également utilisés afin de suivre la mobilité du personnel et de déterminer le nombre d'étudiants et d'étudiantes qui poursuivent une carrière à la fonction publique fédérale et à d'autres fins statistiques. Les renseignements des systèmes titulaires et de la mobilité de l'AGRHFP sont utilisés pour fournir certains renseignements supplémentaires aux répertoires des candidats et candidates de la CFP. L'information tirée des fichiers des titulaires est également utilisée pour mettre à jour le Système d'information analytique basé sur les emplois. À des fins statistiques, cette information est jumelée avec le Fichier de données sur les groupes désignés aux fins de l'équité en matière d'emploi de l'AGRHFP (SCT PCE 706). L'information tirée du recensement et de l'Enquête sur la santé et les limitations d'activités est utilisée dans la mise à jour des données sur l'équité en matière d'emploi. On ne divulgue aucun renseignement personnel qui permettrait, avec certitude, d'identifier une personne.

Normes de conservation et de destruction : Les données informatisées du Système de gestion de l'information sur les nominations (SGIN) sont conservées dans des archives optiques indéfiniment. Système de cessation d'emploi : les renseignements informatisés sont conservés jusqu'à ce qu'ils soient périmes, puis ils sont détruits. Cependant les données de fin d'année sont conservées dans des archives optiques indéfiniment. Système des rapports concernant le réaménagement de l'effectif (SRRE) : les données sont conservées indéfiniment dans des archives optiques. Fichier statistique trimestriel (classé dans le cadre analytique en 1995-1996) : les renseignements personnels sont conservés indéfiniment dans des archives optiques. Programmes d'emplois pour étudiants et étudiantes : les renseignements sont conservés indéfiniment pendant cinq ans, puis sont conservés dans des archives optiques. Système d'information analytique basé sur les emplois : les renseignements personnels sont conservés pendant une période de 20 ans à partir du moment où ils sont recueillis puis conservés indéfiniment dans des archives optiques.
No. ADD : 85-016,94-001,90-012,92-016
Renvoi aux dossiers # : CFP DGD 032 et CFP RAV 180
Enregistrement (SCT) : 002299
Numéro de fichier : CFP PCE 707
Centre d'évaluation en vue de la nomination des cadres de direction (CENCD)
Description : Ce fichier peut contenir des notes de service et des lettres, des données biographiques et des résultats d'évaluation.
Catégorie de personnes : Les personnes ayant fait l'objet d'une évaluation par le Centre d'évaluation en vue de la nomination des cadres de direction (CENCD).
But : Ce fichier est conforme aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur l'évaluation des candidates et candidats à des postes de cadre supérieur ou à des programmes ministériels de perfectionnement.
Usages compatibles : Ce fichier sert à consigner et à fournir tous les renseignements relatifs à l'évaluation des candidates et candidats aux postes de cadre supérieur ou aux programmes ministériels de perfectionnement pour assurer que la sélection des participants et participantes soit fondée sur le mérite. Il est aussi utilisé pour fournir de la rétroaction aux candidates et candidats qui en font la demande

Auditions d'appels

Description : Ce fichier peut contenir les documents d'appel comportant des renseignements personnels généraux, une liste d'admissibilité, des preuves produites à l'audience (y compris des formulaires d'évaluation de rendement du personnel s'ils ont été utilisés lors du processus de sélection), une décision du comité d'appel et une fiche de contrôle du dossier d'appel. Il peut aussi renfermer des enregistrements sur bande des délibérations. Les personnes qui remplissent un formulaire de demande d'accès à l'information sont priées de fournir le numéro de dossier de la Direction générale des recours indiqué sur la décision du comité d'appel envoyée à l'appelant ou l'appelante.

Catégorie de personnes : Fonctionnaires qui ont interjeté un appel ou qui sont en cause dans un appel.

But : Ce fichier existe conformément à l'article 21 de la Loi sur l'emploi dans la fonction publique et des articles 19 à 28 du Règlement sur l'emploi dans la fonction publique pour consigner et fournir des renseignements sur les appels.

Usages compatibles : Les dossiers servent à fournir les renseignements recueillis au cours de l'audition d'un appel afin que le président ou la présidente du comité d'appel puisse rendre une décision.

Normes de conservation et de destruction : Les décisions sont conservées sur microfiche pendant 20 ans; les dossiers et les enregistrements sont conservés pendant deux ans et sont ensuite détruits. Pour ce qui est des dossiers transmis à la Cour fédérale du Canada en vertu de l'article 18 de la Loi sur la Cour fédérale, les décisions sont conservées pendant cinq ans et sont ensuite détruites.

No. ADD : 2001/025
Renvoi au dossier # : CFP DAE 005
Enregistrement (SCT) : 001445
Numéro de fichier : CFP PCE 708

Autres Enquêtes
Description : Ce fichier peut contenir des renseignements personnels généraux, des extraits du dossier de l'employé ou de l'employée et du dossier de concours, des notes d'entrevue, des allégations ou des plaintes, des notes de service et des lettres, des tests, des évaluations de rendement, des protocoles d'entente et des rapports d'enquête. Il peut aussi contenir des renseignements concernant les recommandations faites à la CFP sur les faits recueillis pendant une

No. ADD : 2001/025
Renvoi au dossier # : CFP DAE 005
Enregistrement (SCT) : 005180
Numéro de fichier : CFP PCE 776

Cadre analytique (antérieurement Systèmes informatisés de relevés statistiques)

Description : Ce fichier regroupe des systèmes informatiques tenus par la CFP et qui renferment divers renseignements personnels généraux : numéro d'assurance sociale (dossiers antérieurs seulement), code d'identification de dossier personnel (CIDP), code d'identification du client ou de la cliente (CIC), numéro d'identification à la CFP, antécédents professionnels, situation d'emploi, compétence linguistique, motifs de cessation d'emploi, niveau de scolarité, principal domaine d'études, opinions personnelles sur l'application des valeurs en dotation et information spécifique sur le processus de concours. Ce fichier comprend aussi les données provenant du système des titulaires, de la mobilité et de l'équité en matière d'emploi de l'Agence de gestion des ressources humaines de la fonction publique du Canada (AGRHFP), de l'information extraite du programme de sondage spécial de la CFP. Il renferme également des actes de nomination ou des relevés statistiques reçus des autres ministères (avant avril 1999), et (après avril 1999) les évaluations des activités de dotation des ministères conçues par la CFP. On obtient ces évaluations à partir des fichiers des titulaires et de la mobilité de l'AGRHFP. Le cadre analytique renferme également certaines données sur le recensement et sur l'Enquête

Usages compatibles : Les renseignements publics et 42 de la Loi sur l'emploi dans la fonction publique.
Normes de conservation et de destruction : Les dossiers demeurent actifs pendant le processus d'enquête et de recommandation et sont détruits cinq ans après avoir été déclarés inactifs. Les données informatisées sont conservées pendant cinq ans et sont ensuite détruites.

But : Ce fichier a été créé par suite d'une enquête menée en vertu des articles 6(2) et (3) et 42 de la Loi sur l'emploi dans la fonction publique.

Catégorie de personnes : Toute personne directement concernée par une enquête.

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandatDossier personnel d'un employé
Dotation
Évaluation du rendement
Formation et perfectionnement
Griets
Harcelement
Langues officielles
Mesures disciplinairesPolitique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Commission de la fonction publique du Canada (CFP)

Chapitre 74

Fichiers de renseignements personnels centraux

Accréditation des agents et agentes de dotation

Description : Ce fichier peut renfermer des dossiers personnels contenant des recommandations des ministères aux fins du processus d'accréditation, des lettres de recommandation, des renseignements sur les études et l'expérience antérieure en gestion du personnel, des résultats à l'examen de connaissances en dotation, un aperçu des activités et affectations en dotation liées à la formation en cours d'emploi de même qu'une évaluation de ces activités et affectations. Une partie de ces renseignements se retrouve également dans un répertoire informatisé.

Catégorie de personnes : Agents et agentes de dotation de la fonction publique.
But : Ce fichier a été conçu afin de consigner et de fournir des renseignements sur l'accréditation des agents et agentes de dotation en ce qui concerne l'exercice des pouvoirs de dotation délégués conformément à

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans après la date d'accréditation. Les renseignements informatisés sont conservés indéfiniment pour savoir qui est accrédité.
No. ADD : 2001/025
Renvoi au dossier # : CFP DGD 050
Enregistrement (SCT) : 001464
Numéro de fichier : CFP PCE 800

Commission d'appel des pensions

Chapitre 72

Note : Toute demande de renseignements concernant les dossiers individuels sur le personnel doit être adressée à : Relations de travail, Services des ressources humaines – PSR, Développement Social Canada, 9e étage, Immeuble Capital Square, Ottawa, Ontario K1P 5V9

Commission de la Capitale nationale

Chapitre 73

Fichiers de renseignements personnels particuliers

Système d'inventaire de l'information de la Commission (CII)/Banque d'employés

Description : Ce fichier est un composant d'un système d'accès en ligne de gestion de fonds de renseignements. Ce fichier contient le nom, numéro d'identification personnelle et niveau de sécurité pour chaque employé.

Catégorie de personnes : Employés de la CCN.

But : Ce fichier a pour but d'assurer que l'employé qui a accès au dossier de la

corporation a un niveau de sécurité adéquat.

Usages compatibles : Ce système sert à protéger toute information désignée ou classifiée.

Normes de conservation et de destruction : Les renseignements concernant l'employé sont supprimés du réseau immédiatement après son départ de la CCN.

No. ADD : 01/009

Renvoi au dossier # : CCN SGGI-A400

Enregistrement (SCT) : 003664

Numéro de fichier : CCN PPE 802

Système de gestion sur les ressources humaines (PeopleSoft)

Description : Il s'agit de bases de données en ligne qui contribuent à pratiquement toutes les principales fonctions de gestion du personnel. Ces bases de données comprennent des renseignements sur les employés tels que le numéro d'emploi, leur Code d'identification de dossier personnel (CIDP), numéro d'assurance sociale, sexe, niveau de classification, nom, adresse, date de naissance et les dates

d'évaluations de rendement. Il contient tous les renseignements sur la rémunération des employés de la CCN depuis 1971 ; des renseignements sur les postes depuis 1998 ; les concours et la formation depuis l'année 2000. De plus, PeopleSoft sert à la production des chèques de paie des employés, avec les gains et les déductions nécessaires. PeopleSoft contient aussi des renseignements sur les employés travaillant pendant l'exercice en cours, et il sert à tenir compte des heures travaillées et des congés. Enfin, PeopleSoft contient des renseignements sur les postes, notamment des évaluations et des descriptions du travail. Le système informatisé de présentation des rapports d'équité en matière d'emploi (EECRIS) puise son information dans PeopleSoft et sert à la production de rapports annuels concernant les règlements sur l'équité en matière d'emploi.

Catégorie de personnes : Employés de la CCN.

But : Ce système donne aux cadres de la Commission et aux gestionnaires du personnel suffisamment de renseignements sur le personnel pour qu'ils puissent prendre des décisions éclairées sur les employés. Ils servent également à répondre de façon contrôlée aux demandes de renseignements précises sur les employés.

Usages compatibles : Les renseignements contenus dans ces bases de données sont utilisés pour la production de rapports à l'intention des gestionnaires, qui sont en mesure de prendre des décisions plus éclairées au sujet du personnel.

Fichiers de renseignements personnels ordinaires

Vous trouverez la définition des fichiers ordinaires et la description de leur contenu dans l'INTRODUCTION (au début de cette publication).
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Cartes d'identité et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé

Dotation
Évaluation du rendement
Formation et perfectionnement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Fichier de renseignements personnels ordinaires

Normes de conservation et de destruction : Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu règlement des frais de voyage ou autres.
No.ADD : 69/046
Renvoi au dossier # : CCL PRN 903
Enregistrement (SCT) : 004321
Numéro de fichier : CCL PPE 810

But : Ce fichier a pour but d'ermagasiner des renseignements concernant les voyages des fonctionnaires ; il sert également au paiement des réclamations et des factures aux employés de la Commission qui soumettent des dépenses de voyage, des frais de formation, des cotisations et d'autres paiements. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages sont uniformes.

Usages compatibles : Approuver les questions de voyage, les avances et les demandes de remboursement ; sert également à émettre des déclarations de gains imposables aux fins de l'impôt sur le revenu.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Griefs
Harcèlement
Stationnement

Fichiers de renseignements
personnels particuliers

Dossier personnel des employés

Description : Ce fichier est placé sous la responsabilité du Bureau des ressources humaines. Il contient le sommaire des données concernant l'emploi de particuliers à la Commission canadienne du lait. Ces données comprennent des documents tels : lettres de nomination, évaluations du rendement au travail, assiduité au travail, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers, et autres documents. Le fichier contient le dossier de tous les employés. Ceux-ci peuvent accéder à leurs dossiers en communiquant avec le Bureau des ressources humaines. Le dossier est employé pour fournir de l'information sur la planification de la main d'œuvre et la gestion générale du personnel.

Catégorie de personnes : Employés actuels et anciens de la Commission.

But : Fournir des renseignements sur l'emploi des membres actuels et des anciens membres du personnel au sein de la Commission. **Usages compatibles :** Ces renseignements peuvent être utilisés aux fins de référence d'emploi ou d'assurance groupe.

Normes de conservation et de destruction : Les dossiers des anciens employés sont conservés à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada.

No. ADD : 69/046
Renvoi aux dossiers # : CCL PRN 919, CCL PRN 921, CCL PRN 918, CCL PRN 925, CCL PRN 927
Enregistrement (SCT) : 004048
Numéro de fichier : CCL PPE 801

Description : Ce fichier contient les demandes de dotation ; les descriptions de poste ; les échelles de salaire ; les profils de sélection ; les affiches de concours ; les demandes de mutation ; les listes de candidats ; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel ; les documents relatifs

aux examens et à leurs résultats ; les listes d'admissibilité ; les offres d'emploi ; les avis destinés aux candidats ; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. (On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.)

Catégorie de personnes : Employés de la Commission.

But : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes au sein de la Commission. Il est également une source de renseignements pour les programmes et les services d'équité en matière d'emploi.

Usages compatibles : Sélectionner des candidats, doter des postes et traiter les plaintes relatives aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de deux ans suivant la nomination et ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question.

No. ADD : 69/046
Renvoi au dossier # : CCL PRN 920
Enregistrement (SCT) : 004048
Numéro de fichier : CCL PPE 815

Voyages et dépenses des employés
Description : Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements des employés. Il compte aussi les réclamations, reçus, demandes de chèque, avances et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des

No. ADD : À déterminer
Enregistrement (SCT) : 005121
Numéro de fichier : COMGRA PPE 805

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Rémunération et avantages

été prises, autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste nationale du Canada qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

Commission canadienne d'examen des exportations de biens culturels

Chapitre 68

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Langues officielles

Présences et congés

Rémunération et avantages

Stationnement

Commission canadienne du blé

Chapitre 69

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Discipline

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Harcelement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Dossier personnel d'un employé – dossiers

auxiliaires

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation ; aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; au niveau de sécurité ; et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, autant que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe ; le Numéro d'assurance sociale ; le Code d'identification de dossier personnel ; l'adresse domiciliaire ; la citoyenneté ; les études (diplômes, certificats et bulletins) ; les emplois antérieurs non gouvernementaux, le curriculum vitae et les références ; l'emplacement de l'organisme ou du ministère ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi ; la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements ; les pensions et les assurances, notamment les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service ; les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les primes ; les passeports et les permis d'armes à feu nécessaires pour occuper

le poste ; la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation ; les présences et les congés ; la rémunération et les avantages ; la formation et le perfectionnement ; les décisions concernant les indemnités et l'aptitude au travail ; les langues officielles ; la discipline ; et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés de l'institution.

But : Ce fichier a pour but de fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés ; à la rémunération et aux avantages ; à la formation et au perfectionnement ; à l'hygiène et à la sécurité professionnelles ; aux langues officielles ; à la discipline ; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux publics et Services gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (retenue des cotisations) ; et à Développement des ressources humaines Canada (aux fins des pensions).

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de trois ans suivant la date à laquelle les mesures disciplinaires ont

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

But : Ce fichier à pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux y compris les dossiers de surveillance et le maintien des facteurs d'hygiène du travail et du milieu, de pré-embauche, d'évaluations périodiques médicales, premiers soins donnés. **Usages compatibles :** Etablir que l'employé est apte à accomplir les tâches exigées.

Normes de conservation et de destruction : Les dossiers sont conservés jusqu'à ce que les personnes aient atteint l'âge de 75 ans, si elles ne sont plus au service de la CCSSN. Si l'employé est âgé de 70 ans, le dossier sera conservé pour cinq ans après le dernier examen médical, après quoi ils sont détruits. A la fin de la période de conservation, les dossiers seront détruits par la CCSSN.

No. ADD : 91/024
Enregistrement (SCT) : 004120
Numéro de fichier : CEA PPE 805

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Commission canadienne des affaires polaires

Chapitre 65

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Stationnement

Rémunération et avantages

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcelement

Langues officielles

Mesures disciplinaires

Programme d'équité en matière d'emploi

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers de renseignements
personnels particuliers

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Dossiers sur l'exposition des spécialistes de la CCSN aux rayonnements

Description : Ce fichier contient un relevé des doses de rayonnement auxquelles ont été soumis les spécialistes de la CCSN. Le calcul cumulatif de ces doses est fait périodiquement. **Catégorie de personnes :** Les employés de la CCSN.

But : Ce fichier sert de consigner des données des doses de rayonnement des employés de la CCSN dans l'exécution de leurs fonctions.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant 75 ans, après quoi ils sont détruits.

No. ADD : 91/024

Enregistrement (SCT) : 004117

Numéro de fichier : CEA PPE 802

Inspecteurs de la CCSN : Dossier d'accréditation

Description : En vertu du Règlement, les employés de la CCSN peuvent agir à titre d'inspecteurs. Les données personnelles des employés désignés comme inspecteurs demeurent dans le fichier personnel de ces employés, mais la correspondance qui a trait uniquement à leur nomination est conservée dans un fichier distinct.

Catégorie de personnes : Employés de la CCSN.

But : L'utilité première de ce fichier est de fournir un état à jour des nominations. Elle ne renferme que les noms et les secteurs pouvant faire l'objet de vérifications.

Normes de conservation et de destruction : Ces dossiers sont conservés pour cinq ans, après quoi ils sont détruits.

No. ADD : 91/024

Enregistrement (SCT) : 004118

Numéro de fichier : CEA PPE 803

Membres des comités consultatifs

Description : La CCSN a établi deux comités consultatifs dont les membres viennent de l'industrie, du secteur universitaire et de

certaines autres milieux et qui font rapport au Président.

Catégorie de personnes : Agents de la radioprotection et de sûreté nucléaire.

But : Ce fichier sert de consigner des données ayant trait au recrutement des membres et peut comprendre les noms des agents actuels, ainsi que des détails sur leur emploi actuel et sur leur expérience.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans après la dissolution des comités consultatifs, après quoi ils sont envoyés aux Archives nationales du Canada.

No. ADD : 91/024

Enregistrement (SCT) : 004116

Numéro de fichier : CEA PPE 801

Évaluations de leadership à la CCSN

Description : Ce fichier de renseignements contient de l'information concernant l'évaluation des compétences en leadership de gestion et les évaluations du programme de repérage du potentiel de gestion à la CCSN. Il contient les rapports d'évaluation des candidats, l'attribution des points et les descriptions narratives relatives aux différentes auto-analyses, aux éléments d'analyse du centre d'évaluation, à l'information biographique et celle reliée au poste respectif des candidats, et tout autre information pertinente. Les candidats sont identifiés de façon numérique seulement.

Catégorie de personnes : Membre du personnel de gestion de la CCSN.

But : Ce fichier sert de consigner des données des compétences en leadership et gestion. L'information sera utilisée pour le perfectionnement, la formation, planification de la relève, affectation et décisions de dotations.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant sept ans, après quoi ils sont détruits.

No. ADD : 91/024

Enregistrement (SCT) : 004119

Numéro de fichier : CEA PPE 804

Dossiers médicaux

Description : Ce fichier contient les renseignements suivants : des rapports médicaux, des analyses et rapports de laboratoire. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé.

Catégorie de personnes : Les fonctionnaires fédéraux et les anciens fonctionnaires fédéraux.

Rémunération et avantages

Description : Ce fichier contient les

certifications nécessaires pour la rémunération,

les indemnités et les déductions et présente des

renseignements au sujet du traitement et des

avantages pour chaque employé y compris le

numéro d'assurance sociale, ainsi que la

correspondance connexe à l'administration de

la paye et des avantages.

Catégorie de personnes : Employés de

l'institution.

But : Ce fichier contient de la documentation

sur l'administration de la rémunération et des

avantages au sein des ministères et

organismes fédéraux. Il sert également à

approuver le paiement des traitements et des

indemnités ainsi que les retenues. Le numéro

d'assurance sociale est utilisé à des fins

d'identification et afin d'assurer que

l'administration de la paye et des avantages soit

uniforme. L'utilisation du numéro d'assurance

sociale est nécessaire pour ce fichier ; toutefois,

il peut y avoir des cas d'exception lorsqu'il y a

des circonstances spéciales.

Usages compatibles : Permettre la vérification

et la conciliation des comptes relatifs à la paye

(par exemple, la rémunération et l'admissibilité

des employés) et étayer le recouvrement des

trop-payés et des dettes envers la Couronne.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la fin

de l'exercice financier lorsqu'il s'agit de

documents généraux relatifs à la paye et aux

deductions et pour la correspondance connexe,

saut dans les cas de règlement des questions

de paiement excédentaire ou de perception des

dettes dues à la Couronne. Dans ces cas, les

dossiers sont détruits deux ans après que les

questions de paiement excédentaire soient

réglées ou que la dette soit recouvrée.

No. ADD : 98/005

Renvoi au dossier # : CLO 0468-1

Enregistrement (SCT) : 002850

Numéro de fichier : CLO PPE 804

Saisie-arrêt

Description : Ce fichier contient de la

documentation concernant les fonds relatifs à la

saisie-arrêt quant à l'administration de la paye

et des avantages au Commissariat.

Catégorie de personnes : Employés du

Commissariat au sujet desquels des mesures

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au

début de cette publication) une définition des

fichiers ordinaires et une description de leur

contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Contrôle de sécurité du personnel (vérification

de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

de saisie-arrêt et de distraction de fonds ont été

prises.

But : Ce fichier permet, conformément à la Loi

sur la saisie-arrêt et la distraction, de procéder

à la distraction des fonds.

Usages compatibles : Ce fichier sert

également à approuver les retenues de salaire.

Normes de conservation et de destruction :

Les dossiers sont gardés deux ans après que la

dette ait été payée. Si l'employé change de

ministère avant que la dette ne soit payée, son

dossier le suit ; si l'employé change de

ministère après que la dette ait été payée, le

dossier est gardé au CLO pendant deux ans,

puis détruit.

No. ADD : 98/005

Renvoi au dossier # : CLO 0486-3

Enregistrement (SCT) : 002849

Numéro de fichier : CLO PPE 803

Commissariat aux langues officielles

Chapitre 63

Fichiers de renseignements personnels particuliers

Fonctionnaire excédentaire
Description : Ce fichier contient des renseignements personnels sur les fonctionnaires excédentaires qui bénéficient d'une priorité de fonctionnaire excédentaire (priorité légale accordée par la C.F.P.). Les renseignements contenus sont : les études, les antécédents professionnels, le c.v., copie de tous les formulaires et de la correspondance administrative touchant le fonctionnaire en ce qui concerne sa situation, sa formation et sa préférence du lieu de travail.
Catégorie de personnes : Fonctionnaires déclarés excédentaires.
But : Ce dossier fournit aux agents des ressources humaines la documentation qui facilitera le placement des fonctionnaires bénéficiant d'une priorité de dotation au sein de la fonction publique.

Usages compatibles : Avoir un dossier à jour du fonctionnaire et des actions prises pour lui trouver un nouveau poste.
Normes de conservation et de destruction : Les dossiers sont détruits deux ans après le départ du fonctionnaire.

No. ADD : 98/005
Renvoi au dossier # : CLO 0420-1
Enregistrement (SCT) : 002847
Numéro de fichier : CLO PPE 801

Fonds de pension
Description : Ce fichier contient le certificat de naissance de l'employé, du conjoint et de ses enfants ; de l'information sur le statut marital ; date à laquelle l'employé est devenu cotisant au fonds de pension ; transfert rétroquo ; service accompagné d'options ; calcul de pension ; historique salarial ; et désignation de bénéficiaire.
Catégorie de personnes : Employés actuels et anciens qui ont contribué au fonds de pension.
But : Pour avoir accès, dans un seul endroit, à tous détails de pension.
Usages compatibles : Ce fichier a pour but de déterminer l'admissibilité au paiement de

cotisations, à calculer le total des cotisations qui sont dues en rapport avec les années de service antérieur ; à calculer le crédit pour service donnant droit à la pension, et à calculer la pension payable tant pour le cotisant que pour le bénéficiaire.
Normes de conservation et de destruction : Détruit deux ans après que toutes les activités aient été complétées.
No. ADD : 98/005
Renvoi au dossier # : CLO 0486-1
Enregistrement (SCT) : 002848
Numéro de fichier : CLO PPE 802

Formation et perfectionnement
Description : Ce fichier comprend des demandes de formation ; le code d'identification de dossier personnel ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; et la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement se trouvent dans le fichier concernant les évaluations de rendement.
Catégorie de personnes : Employés de l'institution.
But : Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux.
Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.
Normes de conservation et de destruction : Les dossiers sont détruits cinq ans après la fin des cours de formation et de perfectionnement suivis par un employé.

No. ADD : 98/005
Renvoi au dossier # : CLO 0488-1
Enregistrement (SCT) : 001265
Numéro de fichier : CLO PPE 805

ceux conservés dans un autre fichier comprenant des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. **Usages compatibles** : Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche et de l'éliminer s'il y a lieu, d'évaluer les progrès du programme et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la fonction publique fédérale. Les renseignements peuvent également être utilisés pour l'établissement des politiques et la planification concernant l'équité en matière d'emploi.

Normes de conservation et de destruction : Les critères de destruction pour les documents contenus dans ce fichier n'ont pas encore été établis.

No. ADD : AN 75/023
Enregistrement (SCT) : 000370
Numéro de fichier : AEC PPE 805

Remboursements non salariaux par le Receveur général pour les chèques du Canada
Description : Ce fichier contient l'adresse postale de chaque employé ou de l'information sur son compte bancaire.
Catégorie de personnes : Les employés du Ministère qui ont fait une opération financière de nature non salariale pour laquelle ils attendent un remboursement.
But : Ce fichier a pour but de conserver l'information liée à l'émission de chèques à l'adresse postale d'employés ou à leur banque pour dépôt sur leur compte bancaire.
Usages compatibles : Émettre des chèques à l'adresse postale ou à la banque d'un employé. Les dossiers sont détruits six ans après le dernier usage administratif.
No. ADD : AN 75/023
Enregistrement (SCT) : 004047
Numéro de fichier : AEC PPE 808

Fichiers de renseignements personnels ordinaires

Sécurité personnelle et fiabilité des employés du ministère des Affaires étrangères et du Commerce international
Description : Ce fichier contient des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet.
Catégorie de personnes : Fonctionnaires fédéraux qui ont été affectés à une mission canadienne à l'étranger.
But : Ce fichier a pour but d'emmagasiner des renseignements détaillés sur toutes les missions canadiennes à l'étranger, y compris des dossiers traitant de la protection du personnel, de l'information et des biens du gouvernement. Les renseignements contenus dans le fichier proviennent des employés du gouvernement fédéral et de tiers au Canada et à l'étranger. Le nom des employés ne figure qu'accessoirement, à titre de source, par exemple, le but n'étant pas de constituer des dossiers à leur sujet.
Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment.
No. ADD : AN 75/023
Enregistrement (SCT) : 000352
Numéro de fichier : AEC PPE 802

Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation
Griets
Harcelement
Mesures disciplinaires
Présences et congés

missions canadiennes dans les pays hôtes.

Normes de conservation et de destruction :

Les dossiers conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conserve les dossiers conformément à la politique ministérielle applicable.

No. ADD : AN 75/023

Enregistrement (SCT) : 000351

Numéro de fichier : AEC PPE 801

Langues officielles

Description : Ce fichier contient les inscriptions

aux cours et des renseignements relatifs aux

présences ; des demandes de formation

linguistique comprenant des données

personnelles de base utilisées à des fins

d'identification, comme la première langue

officielle de l'employé, sa date de naissance et

son numéro d'assurance sociale ; les résultats

des évaluations de langue seconde (ELS) ; les

certificats de formation et la correspondance

concernant les qualifications de l'employé en

matière de langues officielles. Le fichier peut

également comprendre un double du formulaire

destiné au Système d'information sur les

langues officielles (SILQ) et au Module de

formation linguistique (MFL). Les examens

linguistiques, les dossiers concernant la

formation et les exemptions sont joints au

dossier personnel de l'employé. On trouve

également des données semblables dans les

fichiers particuliers de la Commission de la

Fonction publique et du Secrétariat du Conseil

du Trésor. Le Ministère garde les

renseignements sur les plaintes reçues

concernant le Programme des langues

officielles. Ces plaintes sont déposées

directement auprès de la Direction des

politiques et de la planification stratégique des

ressources humaines ou nous parviennent par

l'intermédiaire de Commissaire aux langues

officielles. La division garde également des

listes de champions des langues officielles

nommés aux missions et dans les directions

générales.

Catégorie de personnes : Employés du

Ministère.

But : Ce fichier a pour but de fournir de la

documentation nécessaire à l'administration des

politiques en matière de langues officielles

relatives aux employés de la Fonction publique

fédérale. Il vise à justifier et à étayer les

décisions touchant les qualifications en matière

de langues officielles et les épreuves

linguistiques, ainsi qu'à justifier le besoin en

formation linguistique et à confirmer les

réalisations des employés.

Usages compatibles : Étayer et justifier les

décisions concernant chaque employé, en

matière de dotation, d'admissibilité à la prime

au bilinguisme, de mutations et de promotions ;

déterminer le statut linguistique de l'employé et

de vérifier l'administration des programmes

relatifs aux langues officielles. L'accès à cette

banque de données est bilingue.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la

date de la dernière justification.

No. ADD : AN 75/023

Enregistrement (SCT) : 000358

Numéro de fichier : AEC PPE 803

Programme d'équité en matière d'emploi

Description : Ce fichier contient des

renseignements personnels sur les employés,

notamment sur leurs études, leurs antécédents

professionnels et leurs projets de carrière, leur

formation et leur perfectionnement ; les

renseignements sont recueillis au moyen de

questionnaires ou d'entrevues, ou compilés à

partir des dossiers des employés ou des

systèmes de données automatisés. Les

répondants doivent indiquer s'ils sont

autochtones, s'ils souffrent d'un handicap

permanent ou s'ils font partie d'un groupe

minoritaire visible. Le numéro d'assurance

sociale ou un numéro d'emploi peut servir à

identifier les employés lorsque les ministères et

organismes fédéraux ne peuvent utiliser un

questionnaire anonyme ou lorsqu'il est

nécessaire d'avoir ces indicateurs afin de pouvoir

trouver le dossier de l'employé.

Catégorie de personnes : Employés du

Ministère.

But : Ce fichier contient toute la documentation

nécessaire à la mise en œuvre de la politique

d'équité en matière d'emploi pour tous les

ministères et organismes fédéraux assujettis à

l'annexe 1 de la partie 1 de la Loi sur les

relations de travail dans la Fonction publique.

Le fichier permet d'avoir toutes les données au

sujet des employés, présentées selon leur sexe

et leur groupe cible (femmes, autochtones,

handicapés et membres de minorités visibles).

Ces renseignements sont utilisés pour réaliser

un profil personnel des employés et comparer la

situation des membres des groupes cibles avec

celle des autres groupes au sein d'une

institution fédérale et avec celle des groupes

équivalents sur le marché du travail. Le numéro

d'assurance sociale ou le numéro de l'employé

peut servir à établir un lien entre les

renseignements contenus dans ce fichier et

en prévision de l'affectation.

Catégorie de personnes : Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce international (MAECI) et qui ont été affectés à une mission à l'étranger.

But : Ce fichier a pour but d'emmagasiner des renseignements portant sur les principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI.

Normes de conservation et de destruction :

Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont détruits.

No. ADD : AN 75/023-1
Enregistrement (SCT) : 000350
Numéro de fichier : AEC PCE 778

Fichiers de renseignements personnels particuliers

Évaluation du rendement

Description : Ce fichier contient des

évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).

Catégorie de personnes : Employés du

Ministère.

But : Ce fichier contient des renseignements

concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, et à faciliter les décisions en ce qui a trait aux besoins de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux augmentations annuelles, au maintien en fonction, à la prolongation de la période de stage et au renvoi pendant un stage.

Usages compatibles : Étayer les décisions ayant trait aux promotions, aux mutations, aux rétrogradations, à l'aide aux employés, aux mesures disciplinaires et à la cessation d'emploi.

Normes de conservation et de destruction :

Pour le groupe exécutif et les agents permuteurs, les évaluations sont gardées pour toute la durée de l'emploi, et transférées ensuite aux Archives nationales du Canada. Les dossiers sont conservés pendant une période de dix ans pour les employés qui sont inscrits dans le Système d'information des ressources de gestion et pendant une période de trois ans pour les autres employés. Après cette période,

les dossiers sont détruits.

No. ADD : AN 75/023.
Enregistrement (SCT) : 000364
Numéro de fichier : AEC PPE 804

Formation et perfectionnement

Description : Ce fichier contient des

renseignements personnels, notamment les demandes de formation et les évaluations subséquentes ; les résultats des examens et certificats ; les dossiers concernant le paiement des frais ; la correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant les besoins en perfectionnement de chaque employé.

Catégorie de personnes : Le fichier se rapporte aux employés de l'institution.

But : Il a pour but de fournir de la

documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux.

Usages compatibles : Le fichier sert aussi à approuver et à inscrire la participation des employés à des cours de formation et de perfectionnement et à confirmer les réalisations des employés.

Normes de conservation et de destruction :

Les dossiers sont gardés pour la durée de l'emploi, plus un an, jusqu'à ce que les dossiers du personnel soient automatisés, après quoi les dossiers de plus de trois ans seront détruits.

No. ADD : AN 75/023
Enregistrement (SCT) : 002507
Numéro de fichier : AEC PPE 806

Gestion du personnel : employés recrutés sur place

Description : Ce fichier contient des données

sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation d'emploi, la formation, les déplacements et le statut d'accès SIGNET à distance des employés recrutés sur place par les missions canadiennes à l'étranger.

Catégorie de personnes : Employés recrutés sur place par les missions canadiennes à l'étranger.

But : Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les

Comité externe d'examen de la Gendarmerie

royale du Canada

Chapitre 61

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harçèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Évaluation du rendement

Formation et perfectionnement

Griefs

Harçèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Stationnement

Rémunération et avantages

Programme d'équité en matière d'emploi

Politique de reconnaissance

Mesures disciplinaires

Ministère du Commerce international

Chapitre 62

Veillez prendre note : Les renseignements suivants ne se rapportent pas uniquement au ministère du Commerce international, mais représentent le chapitre Info Source de 2003-2004 pour le ministère des Affaires étrangères et du Commerce international (MAECI). En raison de la séparation en deux entités distinctes en décembre 2003, le ministère du Commerce international n'a pas été en mesure de mettre à jour ses données pour les inclure dans la version 2004-2005 d'Info Source.

Fichiers de renseignements
personnels centraux

Gestion du personnel : nominations

d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international

Description : Ce fichier contient des dossiers sur les personnes qui ont été affectées à une

mission à l'étranger ainsi que des renseignements quant à leur nomination, à

leurs caractéristiques personnelles et aux

arrangements administratifs pris à leur intention

Comité de surveillance des activités de renseignement de sécurité

Chapitre 59

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'introduction (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Stationnement

Sécurité et santé au travail

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Présences et congés

Mesures disciplinaires

Langues officielles

Griefs

Formation et perfectionnement

Évaluation du rendement

Fichiers de renseignements personnels particuliers

Renvois relatifs aux griefs des membres des Forces canadiennes

Forces canadiennes

Description : Ce fichier renferme les renseignements, les commentaires, les recommandations et des décisions relatives aux griefs qui ont été soumis par les membres des Forces canadiennes et acheminés au Comité des griefs des Forces canadiennes par le chef d'état-major de la Défense. En plus des renseignements qui figurent sur la formule de demande d'accès à des renseignements personnels, les intéressés doivent fournir leur nom au complet et leur numéro matricule. Les personnes qui veulent obtenir des renseignements particuliers devraient indiquer les documents visés afin de faciliter l'acheminement de leur demande.

Catégorie de personnes : Les membres des Forces canadiennes dont le grief a été acheminé au Comité des griefs des Forces canadiennes par le chef d'état-major des Forces.

But : Les renseignements sont utilisés par le Comité des griefs des Forces canadiennes dans le traitement des griefs soumis au Comité en vertu de la Loi sur la défense nationale.

Usages compatibles : Les renseignements peuvent être utilisés à des fins de recherche, de

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Citoyenneté et Immigration Canada

Chapitre 58

Fichiers de renseignements personnels particuliers

Étude et affectation des carrières

Description : Ce fichier peut renfermer les documents suivants : au moins deux évaluations récentes et un curriculum vitae, si disponible.

Catégorie de personnes : Les données portent sur les employés de Citoyenneté et Immigration Canada.

But : Ces renseignements seront utilisés par les gestionnaires pour ce qui est des affectations ou des détachements.

Usages compatibles :

On peut utiliser ces renseignements afin de faire l'inventaire des candidats disponibles lors d'un processus de dotation et de relever le nom des candidats qui désirent obtenir des postes précis lorsque ces derniers deviennent vacants. On peut également utiliser ces renseignements pour établir les priorités et pour autoriser la formation et le développement nécessaires pour répondre aux besoins identifiés dans la planification des ressources humaines et pour les prévisions des analyses statistiques et pour les vérifications internes. Ils peuvent également être divulgués aux compagnies de recherche du secteur privé à des fins statistiques, de recherche, de planification et d'évaluation. Les renseignements peuvent être utilisés également aux fins d'un programme de remplacement, pour différents services liés au réaménagement des effectifs comme le counselling professionnel, la planification financière personnelle, le placement à l'extérieur, les ateliers sur la réorientation professionnelle, les salons de l'emploi, etc., ainsi qu'à des fins statistiques ou pour évaluer l'efficacité du programme. Si un employé y consent, ils peuvent être utilisés par les unités de négociation également pour offrir des services liés au réaménagement des effectifs.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans après la dernière mesure administrative et sont ensuite

Mesures disciplinaires
Présences et congés
Programme d'équité en matière d'emploi
Stationnement

Fichiers de renseignements personnels ordinaires

détruits.
No. ADD : 98/001
Renvoi au dossier # : CIC PRN 912
Enregistrement (SCT) : 002006
Numéro de fichier : CIC PPE 802

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique et reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Centre des armes à feu Canada
Chapitre 55

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

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Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Centre international des droits de la personne et du développement démocratique
Chapitre 56

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Note : Pour de plus amples renseignements sur les employés de Droits et Démocratie (le Centre

Centre national des Arts
Chapitre 57

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

lorsque la personne atteint l'âge de 80 ans.

No. ADD : 98/005

Renvoi au dossier # : CRD DGR 010

Enregistrement (SCT) : 002846

Numéro de fichier : RDI PPE 806

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par le Centre de recherches pour le développement international. Le registre de paiement des droits de stationnement est inclus dans le dossier contenant les données personnelles sur l'employé.

Catégorie de personnes : Employés du CRDI.

But : Ce fichier a pour but de tenir à jour l'information concernant l'administration des privilèges accordés en matière de stationnement.

Usages compatibles : Emettre les permis de stationnement.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après l'expiration du permis.

No. ADD : 98/005

Renvoi au dossier # : CRD DGR 020

Enregistrement (SCT) : 002844

Numéro de fichier : RDI PPE 804

Dossiers du personnel

Description : Ce fichier sert à tenir à jour les données personnelles sur les employés du Centre de recherches pour le développement international. Il contient des données portant sur les aspects suivants : récompenses et distinctions, renvois, mises en disponibilité, démissions, retraites, promotions et rétrogradations, assiduités, classification, rémunération, pensions de retraite, assurances, avantages sociaux, transferts et affectations, attestation d'exemption d'examens des connaissances linguistiques, contrats de travail, appréciations du rendement, appels, griefs, conflits d'intérêts, mesures disciplinaires, certificats et diplômes, cartes d'identité et laissez-passer donnant accès à l'édifice, formation et demande d'emploi. Le numéro d'assurance sociale (NAS) de l'employé s'y

trouve également afin de préparer un feuillet T4 (État de la rémunération payée).

Catégorie de personnes : Employés du CRDI.

But : Ces données sont consignées de façon à avoir un registre cumulatif de l'emploi de l'individu au CRDI afin de faciliter la gestion du personnel.

Usages compatibles : Conserver un dossier personnel à jour sur le cheminement de chaque employé du CRDI et tenir à jour les données relatives à l'emploi, à la classification, à la rémunération, aux appréciations, aux promotions, aux congés, aux pensions de retraite, aux avantages sociaux et autres.

Normes de conservation et de destruction : Les dossiers sont conservés par le CRDI pendant tout le temps où l'employé est à son emploi ainsi que pendant deux années par la suite, puis ils sont remis aux Archives nationales. Les renseignements sont détruits lorsque la personne atteint l'âge de 80 ans. Si l'archiviste national estime qu'ils présentent un intérêt historique ou ont une valeur archivistique, ces dossiers sont conservés de façon permanente par les Archives nationales du Canada. Les renseignements relatifs aux griefs, aux conflits d'intérêts, au harcèlement, aux cartes d'identité et laissez-passer, à la formation et aux demandes d'emploi sont conservés par le CRDI pendant une période de cinq ans après la cessation d'emploi, après quoi, ils sont détruits.

No. ADD : 98/005

Renvoi au dossier # : CRD DGR 010

Enregistrement (SCT) : 001152

Numéro de fichier : RDI PPE 801

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) la définition des fichiers ordinaires et la description de leur contenu.

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Centre de recherches pour le développement international

Chapitre 54

Fichiers de renseignements personnels particuliers

Répertoire des ressources humaines

Description : Ce fichier consiste en un

répertoire de candidats de l'extérieur désireux

d'obtenir un emploi au Centre de recherches

pour le développement international. Tous les

cv non sollicités sont classés en fonction du

système de classification en vigueur. Le fichier

sert aux fins de recrutement et permet de

déterminer les candidats possibles à un poste.

Catégorie de personnes : Toutes les

personnes qui font une demande d'emploi au

CRDI.

But : Ce fichier sert à constituer un répertoire

de candidats souhaitant obtenir un emploi au

CRDI.

Usages compatibles : Le système permet de

déterminer les candidats qualifiés pour combler

les nouveaux postes ou les postes vacants et

de les classer en vue d'un emploi éventuel.

Normes de conservation et de destruction :

Les documents sont conservés pendant une

période de six mois, après quoi, ils sont détruits.

No. ADD : 98/005

Renvoi au dossier # : CRD DGR 010

Enregistrement (SCT) : 001153

Numéro de fichier : RDI PPE 802

Dossiers médicaux

Description : Cette base de données renferme

les antécédents médicaux des employés du

Centre de recherches pour le développement

international, des membres de la famille du

personnel du Centre affecté à l'étranger ainsi

que du personnel du Bureau du Vérificateur

général (BVG) et de la Corporation

commerciale canadienne (CCC) qui consulte

les cliniques pour voyageurs en conformité avec

l'entente conclue. Elle contient les données sur

les examens avant l'affectation, les anamnèses,

les rapports d'examen physiques, les résultats

des tests biochimiques, radiographies et

cardiogrammes. Les dossiers sont classés par

nom en ordre alphabétique.

Catégorie de personnes : Employés, actuels

et anciens, du Centre, personnel contractuel du

BVG et de la CCC.

But : Recueil des renseignements utiles à

l'établissement d'un dossier médical de chaque

employé, actuel ou ancien, du Centre ainsi que

du personnel contractuel du BVG et de la CCC.

Usages compatibles : Enregistrement des

antécédents et examens médicaux des

employés du Centre et du personnel contractuel

du BVG et de la CCC, tenue des dossiers

relatifs aux examens périodiques et annuels de

tout employé qui voyage à l'étranger et mise à

jour du carnet de vaccinations de tout employé

qui voyage à l'étranger et du personnel

contractuel du BVG et de la CCC.

Normes de conservation et de destruction :

Les documents sont conservés pendant une

période de cinq ans après la cessation d'emploi,

après quoi, ils sont détruits.

No. ADD : 83/002

Renvoi au dossier # : CRD DGR 010

Enregistrement (SCT) : 001154

Numéro de fichier : RDI PPE 803

Langues officielles

Description : Ce fichier contient les données

en matière de langues officielles qui ont trait

aux exigences linguistiques liées aux postes et

aux compétences linguistiques des titulaires,

notamment les données suivantes : première

langue officielle, satisfait ou ne satisfait pas aux

exigences linguistiques, en formation ou non,

résultats aux examens et date des examens.

Les résultats obtenus aux examens de

connaissances linguistiques et l'attestation

d'exemption sont versés dans le dossier

contenant les données personnelles sur

l'emploi. Les fichiers particuliers de la

Commission de la Fonction publique et du

Secrétariat du Conseil du Trésor contiennent

des données similaires.

Catégorie de personnes : Employés du CRDI.

But : Ce fichier a pour but de fournir

l'information de base nécessaire à

l'administration des politiques en matière de

langues officielles.

Usages compatibles : L'administration du

programme relatif aux langues officielles au

CRDI.

Normes de conservation et de destruction :

Les documents sont conservés par le CRDI

pendant tout le temps où l'employé est à son

emploi ainsi que pendant deux années par la

suite, puis ils sont remis aux Archives

nationales. Les renseignements sont détruits

**Centre d'analyse des opérations et déclarations
financières du Canada**
Chapitre 53

**Fichiers de renseignements
personnels ordinaires**

- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
 - Accidents d'automobile
 - Aide aux employés
 - Cartes d'identification et laissez-passer
 - Code régissant les conflits d'intérêts et l'après-mandat
 - Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
 - Dossier personnel d'un employé
- Évaluation du rendement
 - Formation et perfectionnement
 - Harçèlement
 - Langues officielles
 - Mesures disciplinaires
 - Politique de reconnaissance
 - Présences et congés
 - Programme d'équité en matière d'emploi
 - Rémunération et avantages
 - Sécurité et santé au travail
 - Stationnement

**Fichiers de renseignements
personnels ordinaires**

- Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
 - Aide aux employés
 - Cartes d'identification et laissez-passer
- Dossier personnel d'un employé
 - Dotation
 - Évaluation du rendement
 - Formation et perfectionnement
 - Griefs
 - Harçèlement
 - Langues officielles
 - Mesures disciplinaires
 - Présences et congés
 - Programme d'équité en matière d'emploi
 - Rémunération et avantages
 - Sécurité et santé au travail
 - Voyages et réinstallations

Normes de conservation et de destruction :
Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.
No. ADD : 85/002
Renvoi au dossier # : OHS HR 001
Enregistrement (SCT) : 000992
Numéro de fichier : HST PPE 801

Bureau du vérificateur général du Canada

Chapitre 51

Fichiers de renseignements
personnels particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent.

Catégorie de personnes : Employés du Bureau.

But : Ce fichier contient des renseignements concernant des situations de conflit d'intérêt

potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à

consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt.

Usages compatibles : Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit.

No. ADD : 85/001

Renvoi au dossier # : BVG NDP 940

Enregistrement (SCT) : 001605

Numéro de fichier : BVG PPE 801

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Fichiers de renseignements
personnels particuliers

Conflits d'intérêt

Description : Ce fichier contient des divulgations volontaires faites par les employés concernant des situations potentielles de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou leurs possessions.

Centre canadien d'hygiène et de sécurité au travail

Chapitre 52

Bureau du Directeur général des élections

Chapitre 49

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-

mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Gifts

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Bureau du surintendant des institutions financières

Canada

Chapitre 50

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux e

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Notation

Evaluation du rendement

Formation et perfectionnement

Grifts

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avar

Sécurité et santé au travail

Stationnement

Bureau du Conseil privé

Chapitre 48

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels particuliers

Enquêtes relatives à l'habilitation au secret
Description : Ce fichier contient les dossiers relatifs à l'habilitation au secret des titulaires de postes, des candidats à de tels postes, ainsi que du personnel provenant des agences de placement ou engagé à forfait, employés au sein du Cabinet du Premier Ministre, du Bureau du Conseil privé, de divers groupes de travail et commissions royales d'enquêtes, du Cabinet du président du Conseil privé de la Reine pour le Canada, des cabinets des leaders du gouvernement à la Chambre des communes et au Sénat, du Secrétariat des conférences intergouvernementales canadiennes et du Comité de surveillance des activités de renseignements de sécurité. Ce fichier contient également les dossiers relatifs à l'habilitation au secret ou à l'évaluation de sécurité de certaines personnes nommées par décret ou susceptibles à l'ère. Ces dossiers renferment des formulaires de renseignements personnels, des empreintes digitales, des casiers judiciaires, des fiches de séances d'information sur la sécurité, un résumé des enquêtes sur place du Service canadien du renseignement de sécurité (SCRS) et de la correspondance relative à l'habilitation au secret et à la délivrance de cartes d'identité.
But : Ce fichier permet de conserver des renseignements permettant de déterminer la cote de sécurité d'un employé, de confirmer auprès d'autres ministères du gouvernement les renseignements relatifs aux cotes de sécurité, et de fournir des évaluations de sécurité sur certaines personnes nommées par décret ou susceptibles de l'être.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Aide aux employés
Code régissant les conflits d'intérêts et l'après-mandat
Dossier personnel d'un employé
Dotation
Évaluation du rendement
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Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Voyages et réinstallations

Normes de conservation et de destruction :

Les dossiers sont détruits deux ans après la cessation d'emploi, sauf dans les cas où la cote est toujours valide. Dans ces derniers cas, les dossiers sont détruits à la date d'expiration de la cote.

No. ADD : 98/001

Renvoi au dossier # : PCO ADM 918

Enregistrement (SCT) : 002546

Numéro de fichier : BCP PPE 801

Bureau de l'enquêteur correctionnel

Chapitre 44

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Note : Les renseignements sur les employés du Bureau de l'enquêteur correctionnel sont détenus par le ministère du Solliciteur général Canada.

Bureau de l'inspecteur général du Service canadien du renseignement de sécurité

Chapitre 45

Note : Les renseignements sur les employés du Bureau de l'inspecteur général du Service canadien du renseignement de sécurité sont détenus par le ministère de la Sécurité publique et de la Protection Civile du Canada.

Bureau de l'intégrité de la fonction publique

Chapitre 46

Les renseignements sur les employés du Bureau de l'intégrité de la fonction publique sont conservés par le Secrétariat du Conseil du Trésor du Canada.

Bureau de l'Ombudsman de la Défense nationale et des Forces canadiennes

Chapitre 47

Note : Les renseignements sur les employés du Bureau de l'Ombudsman de la Défense nationale et des Forces canadiennes sont conservés par le ministère de la Défense nationale.

Bureau de la sécurité des transports du Canada

Chapitre 43

Fichiers de renseignements personnels particuliers

Profil des employés

Description : Ce fichier contient une photographie de la personne de même que des renseignements tels que son titre de poste, la direction et la division dont elle relève, son lieu de travail, son groupe professionnel et son niveau de classification ; il contient également des données personnelles comme le niveau de scolarité, ses accreditations professionnelles, son expérience de travail, sa première langue officielle et les langues étrangères qu'elle maîtrise. Cette information est tirée du curriculum vitae de la personne en question et correspond à l'information fournie. Un profil d'emploi est établi à partir de ces renseignements et mis à jour à tous les six mois afin de signaler une reclassification ou une promotion. On profite de cette mise à jour pour ajouter au fichier le nom de nouveaux employés du BST.

Catégorie de personnes : Les personnes employées pour une période indéterminée et les nouveaux employés.

But : Cette information est regroupée afin de mettre à la disposition de la haute direction et des agents de personnel une banque de renseignements personnels sur les employés.

Usages compatibles : Le Bureau recueille des données aux fins de planification de la relève, révision de la compétence, connaissances linguistiques, répertoire des employés, rapports de gestion des ressources humaines et, étant donné que nous avons plusieurs bureaux régionaux, nous voulons tout bonnement pouvoir associer la physionomie d'un(e) employé(e) à son nom. De plus, le profil de l'employé(e) sert de temps à autre à identifier des candidats pour des affectations temporaires au sein du Bureau.

Normes de conservation et de destruction : Les renseignements au sujet des employés actuels sont conservés par le BST pendant tout le temps

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés à Bibliothèque et archives Canada à des fins archivistiques.

No. ADD : 85/012

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000565

Numéro de fichier : BAC PPE 713

Marine royale canadienne (MRC) - dossiers sur la solde - Seconde Guerre mondiale

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve, outre le nom et le numéro matricule, l'admissibilité à la solde, le nom des navires sur lesquels il a servi et durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et le nom des navires sur lesquels elles ont servi.

Catégorie de personnes : Le personnel de la Marine royale canadienne qui a servi durant la Seconde Guerre mondiale.

But : Ce fichier sert à vérifier les dossiers sur la paie et à régler les réclamations à cet égard.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

No. ADD : 85/012

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000563

Numéro de fichier : BAC PPE 711

Fichiers de renseignements ordinaires

But : Ce fichier sert à vérifier l'admissibilité aux pensions et autres avantages sociaux et à fournir à l'individu une attestation de service.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

No. ADD : 85/012

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000563

Numéro de fichier : BAC PPE 711

Normes de conservation et de destruction :

Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

No. ADD : 85/012

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000570

Numéro de fichier : BAC PPE 718

Évaluations du rendement - Seconde Guerre mondiale, Contingent spécial, Forces de**réserve et Forces régulières**

Description : Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de carrière des officiers, des rapports de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

Catégorie de personnes : Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C.

But : Ce fichier sert à étayer les décisions sur les affectations, les promotions ou démotions, la discipline, la rétention dans les Forces, la libération, et d'autres décisions administratives.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

No. ADD : 85/012, 99/014

Feuilles de solde de l'Armée**canadienne**

Description : Ce fichier contient des informations d'ordre financier sur la solde du militaire. On y trouve le nom, le numéro matricule, l'admissibilité à la solde, l'unité avec lequel il a servi et la durée du service. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service.

Catégorie de personnes : Le personnel de la Réserve de l'Armée canadienne dont le service a débuté à partir de 1948.

But : Ce fichier sert à vérifier l'état de solde en vue de régler les réclamations et à fournir à l'individu une attestation de service.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés pour 54 ans à partir de la date de leur compilation et après cette période, ils seront conservés à Bibliothèque et archives Canada à des fins archivistiques.

No. ADD : 85/012

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000567

Numéro de fichier : BAC PPE 715

Forces armées de Terre-Neuve - Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le nom au complet et le numéro matricule, la durée du service, les unités avec lesquels ils ont servi, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet et leur numéro matricule.

Note : On peut obtenir les dossiers du personnel ainsi que tout autre renseignement au sujet des forces armées de Terre-Neuve en communiquant avec le ministère des Anciens combattants à Saint-Jean, Terre-Neuve.

Catégorie de personnes : Le personnel qui a servi avec les Forces armées de Terre-Neuve entre 1939 et 1946.

But : Ce fichier sert à vérifier la durée du service de ceux qui ont servi avec les Forces armées de Terre-Neuve et à résoudre les réclamations de pension.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour

personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des Forces régulières et celui de la Force de réserve classe C.

But : Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter les décisions d'ordre médical et à traiter les réclamations relatives à la pension.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde guerre mondiale et du Contingent spécial sont conservés à Bibliothèque et archives Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

No. ADD : 85/012, 99/014

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000569

Numéro de fichier : BAC PPE 717

Dossiers personnels sur microfilmiques - Forces régulières et Forces de réserve (Classe C)

Description : Ce fichier contient, sous forme de microfiche, des copies de correspondance et des documents relatifs à la carrière militaire de l'individu. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

Catégorie de personnes : Certains membres des Forces régulières et des Forces de réserves de classe C.

But : Ce fichier sert à étayer les décisions relatives au droit à la pension et à d'autres avantages.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro de matricule et la durée du service.

Catégorie de personnes : Le personnel militaire ayant servi durant la Seconde Guerre mondiale, le personnel du Contingent spécial qui a participé aux opérations des Nations Unies en Corée, le personnel des Forces de réserve, le personnel des troupes régulières et ceux de la Force de réserve classe C.

But : Ce fichier sert à authentifier les données sur les états de service de façon à étayer les décisions relatives au droit à la pension et à d'autres avantages, et à traiter les réclamations relatives à la pension. Ces renseignements peuvent aussi être utilisés à des fins d'identification médico-légale.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction :

Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés à Bibliothèque et archives Canada à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

No. ADD : 85/012, 99/014

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 001943

Numéro de fichier : BAC PPE 721

Dossiers médicaux - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et troupes régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches médicales, des rapports d'examen spéciaux, des rapports médicaux journaliers, des observations et diagnostics, etc. Les

personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

Catégorie de personnes : Le personnel militaire de la Seconde Guerre mondiale, le

personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

Catégorie de personnes : Le personnel des Forces régulières et celui de la Force de réserve classe C.

But : Ce fichier sert à authentifier les données sur les états de service afin d'étayer les décisions relatives au droit à la pension et à d'autres avantages, à supporter des décisions d'ordre médical, traiter les réclamations relatives à la pension et fournir au requérant une attestation du service.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans, exception faite des dossiers du personnel des Forces de réserve qui sont gardés pour 70 ans suivant la date de naissance de l'individu en cause. Après cette période, les dossiers du personnel de la Seconde Guerre mondiale et du Contingent spécial sont conservés aux Archives nationales à des fins archivistiques. Les dossiers de ceux qui ont servi dans les Forces régulières, la Force de réserve classe C et les Forces de réserve sont habituellement détruits à l'expiration de leur période normale de rétention. Cependant, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada si on juge qu'ils ont une valeur archivistique.

No. ADD : 85/012, 99/014
Renvoi au dossier # : BAC PS 170
Enregistrement (SCT) : 000568
Numéro de fichier : BAC PPE 716

Banque de données sur les pensions - Force régulière

Description : Ce fichier contient des informations sur le versement à un régime de pension de retraite et sur les bénéfices de ce régime. Les personnes qui désirent consulter ces dossiers doivent indiquer leur prénom et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service.

Catégorie de personnes : Le personnel des Forces canadiennes qui a souscrit à un régime de pension de retraite.

But : Ce fichier sert à supporter les décisions relatives au droit à la pension.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

No. ADD : 85/012
Renvoi au dossier # : BAC PS 170
Enregistrement (SCT) : 000571
Numéro de fichier : BAC PPE 719

Dossiers de services auxiliaires - Seconde Guerre mondiale

Description : Ce fichier contient des renseignements personnels limités et des détails sur les états de service tels que données d'emploi, durée et genre du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, le nom de l'unité et, pour les pompiers seulement, leur numéro matricule.

Catégorie de personnes : Le personnel qui a fait partie des troupes auxiliaires pendant la Seconde Guerre mondiale, notamment les pompiers, les membres de la Croix-Rouge, les opérateurs spéciaux, les correspondants de guerre et les détachements d'aide bénévole.

But : Ce fichier sert à vérifier la durée du service et à déterminer l'admissibilité à une pension de retraite.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans et après cette période, ils seront conservés à Bibliothèque et archives Canada à des fins archivistiques.

No. ADD : 85/012
Renvoi au dossier # : BAC PS 170
Enregistrement (SCT) : 000562
Numéro de fichier : BAC PPE 710

Dossiers dentaires - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et troupes régulières des Forces armées canadiennes

Description : Ce fichier contient des fiches dentaires, des commentaires, des avis, des informations sur des examens et des tests dentaires spéciaux, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer

Anciens employés civils - dossiers sur les pensions de retraite ASC

Description : Ce fichier contient les dossiers créés par le ministère des Approvisionnement et Services afin de consigner toutes les transactions s'appliquant à la pension en vertu de la Loi sur la pension de la Fonction publique. Les anciens employés qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet (ainsi que leur nom de fille s'il y a lieu), leur date de naissance et leurs dates d'emploi.

Catégorie de personnes : Anciens employés civils du gouvernement fédéral.

But : Ce fichier sert à déterminer l'admissibilité à cotiser, à calculer le coût des cotisations dues pour les années de service antérieur et à calculer la pension payable.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Une partie de ces dossiers a été conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste détruit.

No. ADD : 98/018

Renvoi au dossier # : AN CDP 170

Enregistrement (SCT) : 000556

Numéro de fichier : AN PPE 704

Armée canadienne en temps de guerre, Contingent spécial et troupes régulières des Forces armées canadiennes - ordres quotidiens partie II

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service.

Catégorie de personnes : Personnel de l'Armée canadienne en temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966.

But : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour

Aviation royale du Canada (ARC) - ordres quotidiens de service courant

Description : Ce fichier contient des renseignements personnels limités qui peuvent inclure, outre le nom au complet et le numéro matricule, les comptes rendus des transactions sur le personnel, le nom de l'unité, la durée du service, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule, le nom de l'unité et la durée du service.

Catégorie de personnes : Le personnel de l'Aviation royale du Canada (ARC) de 1924 à 1969.

But : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour des fins administratives.

Normes de conservation et de destruction : Ces dossiers sont gardés pour 90 ans à partir de la date de la dernière correspondance. Après cette période, une partie de ces dossiers sera conservée à Bibliothèque et archives Canada à des fins archivistiques et le reste sera détruit.

No. ADD : 85/012

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000561

Numéro de fichier : BAC PPE 709

Banque de données sur le personnel militaire des unités - Seconde Guerre mondiale, Contingent spécial, Forces de réserve et Forces régulières

Description : Ce fichier contient les certificats d'enrôlement, des renseignements sur les promotions et les affectations, les états de solde, l'emplacement et la durée du service, des renseignements généraux sur l'emploi, des certificats de cessation de service, etc. Les

Catégorie de personnes : Personnel de l'Armée canadienne en temps de guerre, Contingent spécial et troupes régulières, de 1939 à 1966.

But : Ce fichier sert à authentifier les données du service pour régler les réclamations de solde et autres avantages sociaux, et pour vérifier les demandes portant sur les héritages et les testaments.

Usages compatibles : Ce fichier est utilisé par les employés du gouvernement fédéral pour

Bibliothèque et archives Canada

Chapitre 42

Fichiers de renseignements centraux

Anciens employés civils - dossiers d'employés

Catégorie de personnes : Employés de la Banque du Canada.
But : Ce fichier a pour but d'emmagasiner des renseignements concernant les frais de déplacement des employés.
Usages compatibles : Fournir des avances et approuver des demandes de remboursement des frais de déplacement des employés.

des frais de déplacement des employés en

Description : Ce fichier contient des informations personnelles semblables ou

parallèles à celles décrites dans les fichiers

ordinaires énumérés dans le Répertoire des renseignements personnels. Les anciens

employés qui désirent consulter ces dossiers

doivent indiquer leurs prénoms et nom de

famille au complet (ainsi que leur nom de fille

s'il y a lieu), leur date de naissance et leurs

dates d'emploi.

Catégorie de personnes : Anciens employés

civils du gouvernement fédéral.

But : Ce fichier sert à vérifier des décisions

concernant les employés, à déterminer s'ils ont

encore droit à certains bénéfices découlant de

leur emploi et à documenter un nouveau

dossier personnel au cas où ils seraient ré-

engagés.

Usages compatibles : Ce fichier est utilisé par

les employés du gouvernement fédéral pour

des fins administratives.

Normes de conservation et de destruction :

Ces dossiers sont gardés jusqu'à ce que le

sujet ait atteint l'âge de 80 ans. Une partie de

ces dossiers a été conservée à Bibliothèque et

archives Canada à des fins archivistiques et le

reste détruit.

No. ADD : 98/018

Renvoi au dossier # : BAC PS 170

Enregistrement (SCT) : 000554

Numéro de fichier : BAC PCE 748

Système automatisé d'index PERSFILE

Description : Ce fichier identifie la localisation

des dossiers contenus dans d'autres fichiers

des Centres fédéraux de documents. L'index

automatisé contient en plus du numéro de

localisation et du statut du document, les

Fichiers de renseignements particuliers

Numéro de fichier : BAC PCE 777

Enregistrement (SCT) : 000553

Renvoi au dossier # : BAC PS 170

No. ADD : 98/018

qualité.

conservés pendant cinq ans pour contrôle de la

microfiches sont créés semi-annuellement et

archivistiques, tandis que ceux qui existent sur

aux Archives nationales à des fins

le dossier en cause a été détruit ou conservé

pendant un mois à compter de la date à laquelle

Les renseignements informatisés sont gardés

Normes de conservation et de destruction :

des fins administratives.

les institutions du gouvernement fédéral pour

Usages compatibles : Ce fichier est utilisé par

employés du gouvernement.

fédéraux de documents, ayant trait aux anciens

localiser les dossiers, conservés aux Centres

But : Ce fichier a pour but d'identifier et de

militaires et civils du gouvernement fédéral.

Catégorie de personnes : Anciens employés

cessation (fonctionnaire).

service (militaire), dernier ministère et année de

numéro(s) d'identification, rang et type de

nom(s) de famille, date de naissance, sexe,

identificateurs personnels tels que prénom(s),

service commandé.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant une

période de sept ans, après quoi ils sont détruits.

No. ADD : 99/004

Renvoi au dossier # : BDC 914

Enregistrement (SCT) : 000075

Numéro de fichier : BDC PPE 841

avec le ministère de la Défense nationale.

ans, on demande de communiquer directement

Forces canadiennes depuis MOINS de cinq

dossier militaire d'un individu ayant quitté les

cinq ans. Pour obtenir la copie complète du

quitté les Forces canadiennes depuis plus de

pour le dossier complet lorsque l'individu a

archives Canada ne traitent que les demandes

dossiers du personnel militaire : Bibliothèque et

Veillez noter lorsque vous commandez des

renferme les dossiers relatifs aux déductions pour le paiement des frais de stationnement. **Catégorie de personnes** : Employés de la Banque du Canada.

But : Ce fichier a pour fonction d'emmagasiner des renseignements relatifs à l'administration des privilèges accordés en matière de stationnement.

Usages compatibles : Ce fichier sert à tenir un dossier des permis de stationnement.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de trois ans après l'expiration du permis, après quoi ils sont détruits.

No. ADD : 98/001
Renvoi au dossier # : BDC 914
Enregistrement (SCT) : 002236
Numéro de fichier : BDC PPE 842

Tiers Saisis

Description : Ce fichier renferme les ordonnances de saisie de salaire et la correspondance s'y rapportant.

Catégorie de personnes : Employés de la Banque du Canada.

But : Ce fichier a pour but d'emmagasiner des renseignements concernant les ordonnances de saisie de salaire. Le numéro d'assurance sociale peut ou non être indiqué. Son utilisation est parfois autorisée par la Loi de l'impôt sur le revenu et de la Loi d'aide à l'exécution des ordonnances et des ententes familiales et le règlement afférent.

Usages compatibles : Veiller à l'exécution des ordonnances de saisie de salaire.

Normes de conservation et de destruction : Les dossiers sont conservés six ans à partir du moment où l'ordonnance de saisie de salaire n'est plus en vigueur, après quoi ils sont détruits.

No. ADD : 98/005
Renvoi au dossier # : BDC 9265
Enregistrement (SCT) : 000076
Numéro de fichier : BDC PPE 822

Vérifications de fiabilité et autorisations de sécurité

Description : Ce fichier renferme des numéros d'identification des employés, des fiches renfermant des empreintes digitales, les résultats des vérifications de casiers judiciaires de la Gendarmerie royale du Canada et (ou) des vérifications d'empreintes digitales, et des rapports de vérification de solvabilité; des formules de demande d'émission de carte d'accès. En outre, on y trouve des exemplaires remplis des questionnaires — Cote de sécurité du personnel et Évaluation de sécurité, les

résumés d'enquêtes et de vérifications de dossiers effectuées par le Service canadien du renseignement de sécurité, des exemplaires remplis des formules de Demande d'enquête de sécurité sur le personnel et autorisation du gouvernement canadien, des comptes rendus des instructions données à l'employé concernant l'autorisation de sécurité attribuée à l'employé. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. **Catégorie de personnes** : Employés de la Banque du Canada; les contractuels, le personnel chargé d'effectuer des réparations et les travailleurs de la construction qui doivent avoir temporairement accès aux immeubles de la Banque.

But : Ce fichier a pour but de consigner les renseignements concernant les vérifications de fiabilité, d'emmagasiner les renseignements qui ont trait à l'attribution de la cote de sécurité appropriée aux employés qui doivent, en raison de leurs fonctions, recevoir une autorisation de sécurité.

Usages compatibles : Les documents servent à établir le degré de fiabilité d'une personne et à attribuer la cote de sécurité appropriée. Ils fournissent aussi les renseignements nécessaires à l'application des mesures de sécurité de la Banque. Le fichier sert aussi à étayer les décisions relatives aux vérifications de fiabilité et aux autorisations de sécurité ainsi qu'aux mutations, aux promotions, aux mesures disciplinaires et aux licenciements.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de deux ans après le départ de l'employé, puis détruits. Les documents concernant les contractuels sont conservés deux ans après la date de leur dernière utilisation à des fins administratives, puis détruits. Si la personne a un casier judiciaire, les renseignements relatifs à celui-ci sont immédiatement détruits sur réception d'un avis d'octroi de grâce.

No. ADD : 98/001
Renvoi au dossier # : BDC 903
Enregistrement (SCT) : 002216
Numéro de fichier : BDC PPE 816

Voyages

Description : Ce fichier contient des données sur les avances, les demandes de remboursement, les reçus, les dispositions prises en vue de voyages et les itinéraires ainsi que la correspondance relative aux déplacements des employés en service commandé.

à ce chapitre avec l'ensemble du marché du travail. Il est également possible d'obtenir des données d'auto-identification dans le fichier Dossier des demandes d'emploi (BDC PPU 035).

Usages compatibles : Ces données sont

utilisées pour le maintien du programme d'équité en matière d'emploi de la Banque dans le but de favoriser la création d'un effectif plus représentatif. Elles peuvent servir à établir des données statistiques ou administratives à l'appui des mesures à prendre pour assurer une représentation équitable des groupes désignés à la Banque.

Normes de conservation et de destruction :

Les questionnaires sur l'équité en matière d'emploi sont conservés pendant deux ans après le départ de l'employé, puis détruits. Lorsque des questionnaires plus récents sont reçus, les anciens questionnaires sont détruits immédiatement.

No. ADD : 98/005

Renvoi au dossier # : BDC 901

Enregistrement (SCT) : 001942

Numéro de fichier : BDC PPE 817

Réinstallations

Description : Ce fichier renferme les

autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés.

Catégorie de personnes : Employés de la

Banque du Canada.

But : Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des employés.

Usages compatibles : Voir à faire approuver

les questions de réinstallation ainsi que les

avances et les demandes de remboursement.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant une période de sept ans après la date de la dernière transaction, et sont ensuite détruits.

No. ADD : 99/004

Renvoi au dossier # : BDC 914

Enregistrement (SCT) : 000074

Numéro de fichier : BDC PPE 840

Rémunération et avantages

Description : Ce fichier contient les

certifications nécessaires pour la rémunération, les indemnités et les déductions qui présentent

des renseignements relatifs au traitement et aux avantages pour chaque employé, y compris le

numéro d'assurance sociale, ainsi que la

correspondance connexe à l'administration de

la paye et des avantages. Le fichier peut

également comprendre des dispositions

concernant les fonds relatifs à la saisie-arrêt et à la distraction. Le dossier relatif aux gains et à la pension de retraite sont joints au dossier la pension de chaque employé. Certains des renseignements ci-dessus ont été introduits dans un système automatisé pour lui permettre de calculer les traitements, les pensions et les retenues ou de corriger le dossier de l'employé tenu conjointement par le Service de la paye et le Service du personnel.

Catégorie de personnes : Employés de la

Banque du Canada.

But : Ce fichier contient de la documentation

sur l'administration de la rémunération et des avantages. L'utilisation du numéro d'assurance sociale est exigée en vertu de la Loi de l'impôt sur le revenu, Loi sur l'assurance-emploi.

Usages compatibles : Ce fichier sert

principalement à approuver le paiement des

retenues. Le numéro d'assurance sociale (NAS)

est utilisé à des fins d'identification et pour

s'assurer que l'administration de la paye et des

avantages est uniforme. Il faut absolument

inscrire le NAS dans ce fichier; toutefois, il peut

y avoir des cas d'exception pour certains

individus lorsque des circonstances spéciales

se présentent. Le fichier sert aussi à la

vérification et la conciliation des comptes relatifs

à la paye (par exemple, la rémunération et

l'admissibilité des employés) et à étayer le

recouvrement des paiements effectués en trop

et des dettes envers la Couronne et, le cas

échéant, à permettre, conformément à la Loi sur

la saisie-arrêt et la distraction de pension, de

procéder à la saisie-arrêt et à la distraction des

fonds.

Normes de conservation et de destruction :

Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans

après le décès de l'employé; après quoi le

dossier est détruit, pourvu que deux ans se

soient écoulés depuis la dernière utilisation, à

des fins administratives, des renseignements en

question.

No. ADD : 98/005

Renvoi au dossier # : BDC 925/924

Enregistrement (SCT) : 002212

Numéro de fichier : BDC PPE 820

Stationnement

Description : Ce fichier renferme les

demandes de permis et la correspondance

concernant le stationnement de véhicules à

moteur sur des propriétés publiques. Le fichier

concernant la rémunération et les avantages

Usages compatibles : Ce fichier sert principalement à justifier les besoins en formation linguistique et les réalisations des employés. Il permet aussi de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles.

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits.

No. ADD : 98/005

Renvoi au dossier # : BDC 923

Enregistrement (SCT) : 002214

Numéro de fichier : BDC PPE 826

Mesures disciplinaires

Description : Ce fichier contient des avis de mesures disciplinaires et la correspondance échangée au sujet de l'inconduite d'un employé; les témoignages; les opinions juridiques; les enquêtes relatives à des cas d'inconduite possible et le rapport d'analyse qui résulte de ces enquêtes. Il est important de signaler que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé.

Catégorie de personnes : Employés de la Banque du Canada.

But : Ce fichier sert à conserver les renseignements utilisés lorsque des mesures disciplinaires sont prises.

Usages compatibles : Ce fichier sert aussi à déterminer s'il y a lieu de prendre des mesures disciplinaires et à déterminer la nature de celles-ci; il sert à étayer les décisions relatives à la rémunération et aux avantages; aux présences et aux congés; aux mutations, aux rétrogradations et à la fin d'emploi.

Normes de conservation et de destruction : Les dossiers sont conservés pour une période de cinq ans suivant la date à laquelle la mesure disciplinaire a été prise, puis détruits.

No. ADD : 98/005

Renvoi au dossier # : BDC 926

Enregistrement (SCT) : 002219

Numéro de fichier : BDC PPE 836

Présences et congés

Description : Ce fichier renferme des formules d'introduction de données relatives aux absences et des sommaires qui renferment le numéro d'identification de l'employé, les demandes de congé ainsi que la correspondance connexe aux présences et aux congés. Le relevé annuel des congés et des présences est annexé au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés

dans des bases de données sur le personnel de l'institution (systèmes présence/temps, congés et absences).

Catégorie de personnes : Employés de la Banque du Canada.

But : Ce fichier a pour but d'étayer l'administration des congés et des présences des employés.

Usages compatibles : Ce fichier sert à étayer les décisions relatives à la rémunération et aux avantages notamment en ce qui a trait aux congés et à la fin d'emploi; déterminer quelle est l'utilisation des congés et le taux d'absentéisme.

Normes de conservation et de destruction : Les dossiers sont conservés pendant trois ans, puis détruits.

No. ADD : 98/005

Renvoi au dossier # : BDC 918

Enregistrement (SCT) : 002211

Numéro de fichier : BDC PPE 821

Programme d'équité en matière d'emploi

Description : Ce fichier contient les renseignements personnels sur les employés qui sont requis pour le maintien du programme d'équité en matière d'emploi de la Banque. Ces renseignements sont fournis sur une base volontaire : les répondants sont invités à indiquer à quel sexe ils appartiennent, s'ils sont membres d'un groupe autochtone, s'ils sont handicapés ou s'ils sont membres d'une minorité visible.

Catégorie de personnes : Employés réguliers à plein temps; employés réguliers à temps partiel; contractuels et employés temporaires de la Banque du Canada.

But : Ces renseignements ne sont utilisés qu'aux fins de la Loi sur l'équité en matière d'emploi, c'est à dire pour la mise en oeuvre du programme d'équité en matière d'emploi et pour l'application de la politique en la matière. Ils permettent de dresser un tableau complet de la répartition des effectifs de la Banque entre les divers groupes désignés, à savoir les femmes, les autochtones, les personnes handicapées et les minorités visibles. Ils peuvent aussi être reliés aux renseignements personnels contenus dans d'autres fichiers au moyen du numéro d'emploi et ce, en vue de produire des données statistiques qui servent à la préparation du rapport annuel adressé au ministre de Développement des ressources humaines Canada. Ces données permettent aussi de comparer la situation des membres de groupes désignés, à la Banque, avec celle des autres employés et d'établir des comparaisons

affectations éventuelles dans leur département ou dans d'autres départements de la Banque ainsi que ceux qui ont exprimé leur intention de participer à l'un ou à l'autre programme de perfectionnement.

But : Ce fichier sert à tenir à jour une banque de données sur les employés intéressés ou sélectionnés pour des affectations à la Banque et à appuyer l'administration des programmes. **Usages compatibles :** Les renseignements obtenus permettent de repérer les employés susceptibles d'occuper les postes à combler par affectation à la Banque. Ils sont aussi utilisés à des fins de statistique, d'administration et de planification de carrière.

Normes de conservation et de destruction : Les renseignements sont conservés pendant une période de deux ans après la fin de l'affectation ou après leur dernière utilisation (aucune affectation). Certains renseignements sur les candidats sont informatisés et conservés à des fins de statistique pour une période de dix (10) ans.

No. ADD : 98/005
Renvoi au dossier # : BDC 927
Enregistrement (SCT) : 003424
Numéro de fichier : BDC PPE 827

Griefs

Description : Ce fichier contient les griefs présentés par les employés; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs portant sur la classification et toute la correspondance échangée au sujet des griefs.

Catégorie de personnes : Employés de la Banque du Canada.
But : On consigne dans ce fichier les renseignements utilisés lors de la procédure de règlement des griefs.
Usages compatibles : Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits.
No. ADD : 98/005
Renvoi au dossier # : BDC 926
Enregistrement (SCT) : 002218
Numéro de fichier : BDC PPE 835

Harcèlement

Description : Ce fichier a pour fonction d'emmagasiner les lettres de plainte concernant des incidents relatifs au harcèlement; les dossiers des entrevues réalisées avec les plaignants et avec la personne qui a supposéement fait le harcèlement; les dossiers des entrevues avec les témoins des incidents; les sommations aux enquêtes faites par la direction; les analyses des situations et les dossiers relatifs aux décisions prises au sujet d'incidents donnés. Ces renseignements doivent faire l'objet d'un dossier distinct et ne pas être placés dans le dossier personnel du plaignant. Lorsqu'à la suite d'une enquête, on convient qu'il est nécessaire de prendre une mesure disciplinaire, les renseignements seront aussi placés dans le fichier relatif aux mesures disciplinaires.

Catégorie de personnes : Employés de la

Banque du Canada.

But : Ce fichier renferme les renseignements

nécessaires qui permettent de traiter des plaintes relatives au harcèlement sur le lieu de travail.

Usages compatibles : Ce fichier sert à

déterminer s'il y a vraiment un cas de

harcèlement et, dans l'affirmative, à déterminer les mesures appropriées qu'il faut prendre, y compris des mesures disciplinaires, afin de mettre fin à cette situation.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant une

période de cinq ans après la dernière mesure administrative prise relativement à un cas

donné, puis détruits.

No. ADD : 98/005
Renvoi au dossier # : BDC 926
Enregistrement (SCT) : 002237
Numéro de fichier : BDC PPE 837

Langues officielles

Description : Ce fichier renferme des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé et le numéro d'identification de l'employé; les niveaux de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles.

Catégorie de personnes : Employés de la

Banque du Canada.

But : Ce fichier a pour but de fournir de la documentation relative à l'administration des politiques en matière de langues officielles relatives aux employés.

avantages; à la formation et au perfectionnement; à l'hygiène et à la sécurité professionnelle; aux langues officielles; à la discipline; aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles.

Normes de conservation et de destruction : Après le départ de l'employé, le dossier personnel est gardé jusqu'à ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à deux ans après le décès de l'employé; après quoi le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Les évaluations de rendement sont conservées au dossier de l'employé pendant une période de cinq ans, puis détruites.

No. ADD : 98/005

Renvoi au dossier # : BDC 918/921

Enregistrement (SCT) : 002210

Numéro de fichier : BDC PPE 810

Description : Ce fichier contient les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordinateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des comités de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les résultats de tests; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; la correspondance relative à la dotation faite par divers moyens, y compris par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre les niveaux d'étude et le numéro d'identification de l'employé. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

Catégorie de personnes : Employés de la Banque du Canada.

But : Ce fichier contient des renseignements qui peuvent être utilisés pour la dotation de postes.

Usages compatibles : Ces données servent à sélectionner des candidats et à pourvoir des postes.

Normes de conservation et de destruction : Les dossiers de dotation sont conservés pendant une période de deux ans après l'année

durant laquelle ils ont été créés, ou deux ans après leur dernière utilisation à des fins administratives, puis détruits.

No. ADD : 98/005

Renvoi au dossier # : BDC 920

Enregistrement (SCT) : 002013

Numéro de fichier : BDC PPE 815

Formation et perfectionnement

Description : Ce fichier comprend notamment les renseignements personnels et documents suivants : sexe de l'employé; langue choisie pour la formation; formules de demande et évaluations; numéro d'identification de l'employé; résultats des examens et certificats; relevés de paiement des frais; correspondance relative à la participation des employés à des cours de formation et de perfectionnement parrainés par la Banque du Canada ou par des organisations privées. Il convient de signaler que les dossiers relatifs à la participation et aux réalisations sont joints aux dossiers personnels des employés. Les renseignements se rapportant aux besoins de perfectionnement sont consignés sur la formule d'évaluation du rendement annexée aux dossiers personnels des employés.

Catégorie de personnes : Employés de la Banque du Canada.

But : Ce fichier a pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement.

Usages compatibles : Ce fichier sert à approuver la participation des employés à des cours de formation et de perfectionnement et il sert également à les inscrire et à confirmer leurs réalisations.

Normes de conservation et de destruction : Les dossiers sont conservés pendant une période de cinq ans, après quoi ils sont détruits.

No. ADD : 98/005

Renvoi au dossier # : BDC 927

Enregistrement (SCT) : 002213

Numéro de fichier : BDC PPE 825

Formation et perfectionnement —

Programmes de perfectionnement par affectation

Description : Ce fichier contient les profils des employés, les renseignements fournis durant les entrevues, les précisions sur l'affectation, les formules de demande d'affectation, les ententes concernant l'affectation et la correspondance reliée à divers programmes de perfectionnement par affectation.

Catégorie de personnes : Les employés de la Banque du Canada qui ont été choisis pour des

Renvoi au dossier # : BDC 922
Enregistrement (SCT) : 002215
Numéro de fichier : BDC PPE 830

Demandes de règlement - Régimes de remplacement du revenu et d'invalidité de longue durée

Description : Ce fichier renferme les dossiers des cas particuliers relatifs aux régimes de

remplacement du revenu et d'invalidité de longue durée, dont les vis de congé non rémunérés, les formulaires d'adhésion aux régimes, dûment remplis, les certificats médicaux, les renseignements sur les paiements, la

correspondance entre les employés et la Great-West, compagnie d'assurance vie concernant leur demande de prestations, les dossiers concernant le programme de retour progressif au travail, etc.

But : Ce fichier a pour but de consigner les renseignements concernant l'administration des régimes de remplacement du revenu et d'invalidité de longue durée de la Banque du Canada.

Usages compatibles : Administrer les demandes particulières et veiller à ce que les employés admissibles aux régimes de remplacement du revenu et d'invalidité de longue durée reçoivent les

prestations auxquelles ils ont droit.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 10 années qui suivent la fin de la période d'indemnisation ou la date de la dernière utilisation à des fins administratives, puis détruits.

No. ADD : 98/005
Renvoi au dossier # : BDC 924 **Enregistrement (SCT)** : 005279
Numéro de fichier : BDC PPE 832

Dossier personnel d'un employé

Description : Ce fichier renferme des renseignements concernant les caractéristiques

personnelles, y compris l'âge et le sexe; le numéro d'identification de l'employé; l'adresse du domicile; la citoyenneté; les études (diplômes, certificats et bulletins); les emplois antérieurs détenus; le curriculum vitae et les références; l'emplacement géographique et la situation dans l'organisation; les nominations, les mutations, les promotions et les périodes d'emploi, y compris les démonstrations de stage, la durée de l'emploi; les évaluations du rendement; la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements; les pensions et les assurances, y compris les noms des bénéficiaires. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service; la fin de l'emploi, y compris les certificats et les raisons qui ont mené au départ

de l'employé. Le dossier individuel d'un employé peut comprendre des résumés de décisions concernant la dotation; les présences et les congés; la rémunération et les avantages; la formation et le perfectionnement; les décisions concernant les indemnités et l'aptitude au travail; les langues officielles; la discipline; et les autorisations série de renseignements concernant ces sujets dans les autres fichiers particuliers décrits dans ce chapitre. Il est possible que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés. Parmi ces renseignements, certains sont introduits dans un système informatisé afin de permettre la préparation de rapports sur des sujets tels que la formation, la dotation effectuée au moyen du répertoire des ressources humaines, les présences et les congés ainsi que d'autres rapports connexes au besoin.

Catégorie de personnes : Employés de la

Banque du Canada.

But : Ce fichier contient le dossier de toutes les périodes d'emploi d'une personne et est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation; aux présences et aux congés; à la rémunération et aux avantages; à la formation et au développement; à l'hygiène et à la sécurité professionnelles; aux langues officielles; à la discipline; au niveau de sécurité; lorsque les renseignements contenus dans un domaine peuvent avoir une incidence sur une décision prise dans un autre domaine. Et ce qui a trait aux cas susmentionnés, le fichier peut contenir des renseignements présents de manière succincte reliés à d'autres renseignements plus détaillés contenus dans d'autres banques. Ces renseignements peuvent être utilisés, en autant que ce soit d'une manière conforme aux usages prévus, afin de faire en sorte que les mesures prises en matière de personnel soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur.

Usages compatibles : Ce fichier sert

principalement à fournir de la documentation et donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. Il sert aussi à identifier les décisions relatives à la dotation, aux présences et aux congés; à la rémunération et aux

programmes de sécurité et de santé au travail au sein de la Banque du Canada.

Usages compatibles : Ce fichier sert à tenir des dossiers à des fins de prévention des accidents et de protection de la santé. Des données y sont consignées concernant la sécurité et la santé au travail ainsi que les causes d'accidents ou de blessures. Ce fichier sert à assurer une indemnisation adéquate aux employés victimes d'accidents ou blessés au travail.

Normes de conservation et de destruction : Les dossiers se rapportant aux premiers soins sont conservés pendant deux ans, puis détruits. Les dossiers relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail sont conservés pendant 10 ans suivant la date de survenance, puis détruits.

No. ADD : 98/005
Renvoi au dossier # : BDC 922
Enregistrement (SCT) : 002217
Numéro de fichier : BDC PPE 831

Base de données de gestion des installations

Description : Ce fichier renferme les renseignements utilisés pour soutenir la gestion de la répartition des locaux et des ressources connexes, soit les noms, les numéros d'identification, le statut professionnel et les niveaux de poste des employés ainsi que les numéros de leur carte d'accès.

Catégorie de personnes : Les employés de la Banque du Canada et les entrepreneurs.

But : Aider la Banque à gérer la répartition des locaux.

Usages compatibles : Ce fichier sert à l'affectation des locaux et à l'attribution de matériel connexe tel l'ameublement, les téléphones, etc.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant une période maximale de 6 mois après le départ de l'employé, puis détruits.

No. ADD : 99/003
Renvoi au dossier # : BDC 905
Enregistrement (SCT) : 004236
Numéro de fichier : BDC PPE 819

Cartes d'accès

Description : Ce fichier renferme les renseignements consignés sur les formules d'autorisation d'émission de carte d'accès, les noms, les vidéophotographies, les cotes de sécurité, le statut professionnel et les numéros d'identification des employés nécessaires à l'émission de cartes d'accès, ces

renseignements étant utilisés aux fins d'identification des personnes autorisées à se trouver dans les immeubles de la Banque.

Catégorie de personnes : Les employés de la Banque du Canada, les entrepreneurs et les locaux.

But : Ce fichier sert à tenir à jour une banque de données concernant l'émission des cartes d'accès.

Usages compatibles : Ce fichier sert à l'émission et au contrôle des cartes d'accès.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant une période de deux ans après le départ de l'employé ou deux ans après leur dernière utilisation à des fins administratives, puis détruits.

No. ADD : 98/001
Renvoi au dossier # : BDC 931
Enregistrement (SCT) : 003289
Numéro de fichier : BDC PPE 818

Dossier de santé des employés

Description : Ce fichier renferme les dossiers des examens de santé ainsi que tous les renseignements médicaux personnels, dont les documents concernant l'aide fournie aux employés éprouvant des problèmes particuliers et des exemplaires des rapports destinés à la Commission de la sécurité et de l'assurance des travailleurs concernant l'indemnisation des accidents de travail. Avant 2002, de fichier pouvait également renfermer des dossiers relatifs aux régimes de remplacement du revenu et d'invalidité de longue durée, p.ex., formulaires de demande de règlement dûment remplis, documents relatifs aux échanges entre les employés et le Service de santé, dossiers concernant le programme de retour progressif au travail, etc.

Catégorie de personnes : Employés de la Banque du Canada.

But : Ce fichier a pour but de consigner les résultats des évaluations médicales des employés et de fournir la documentation nécessaire à l'administration des programmes de santé au travail et de certains régimes d'avantages sociaux.

Usages compatibles : Les renseignements servent à appuyer les décisions concernant l'admissibilité aux avantages et les droits au titre des frais médicaux, de l'emploi et de la pension.

Normes de conservation et de destruction : Les dossiers sont conservés pendant les 20 années qui suivent la dernière utilisation à des fins administratives; certains dossiers relatifs à des substances désignées ou à des examens spécifiques, p. ex. des audiogrammes, sont conservés 20 ans de plus.

No. ADD : 98/005

saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur.

No. ADD : 98/005

Renvoi au dossier # : BDDC NDP 921

Enregistrement (SCT) : 003751

Numéro de fichier : BDDC PPE 810

Sondage sur l'équité en matière d'emploi

Description : Ce fichier contient des renseignements basés sur l'auto-identification

et reliés au sexe, à la race, à l'origine ethnique, et aux déficiences. Il contient également des données sur la formation académique, l'expérience de travail antérieure, les aspirations de carrière, ainsi que la formation et le développement des employés.

Catégorie de personnes : Employés permanents à temps plein ; employés permanents à temps partiel ; employés temporaires.

But : Les renseignements sont utilisés dans l'implantation d'un programme d'équité en matière d'emploi ainsi que dans la rédaction de rapports à Développement des ressources humaines, Canada sur l'analyse des effets.

Ces données sont recueillies afin d'obtenir une vue d'ensemble sur les employés par groupes désignés (i.e. femmes, autochtones, personnes handicapées et minorités visibles).

Usages compatibles : Les renseignements recueillis sont utilisés dans le cadre du Programme d'équité en matière d'emploi afin de déterminer et d'éliminer la discrimination systémique et d'introduire des mesures spéciales (i.e. formation, aménagements) permettant aux personnes dans des groupes désignés d'être représentées d'une manière

Banque du Canada

Chapitre 41

Fichiers de renseignements personnels particuliers

Accidents de travail

Description : Ce fichier comprend les rapports relatifs aux accidents et aux lésions ou maladies qui découlent des conditions de travail, les demandes d'indemnisation et la correspondance connexe, notamment les dossiers sur les premiers soins administrés. En

équitable. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en place de politiques connexes à l'équité en matière d'emploi.

Normes de conservation et de destruction : Ces documents sont conservés durant les cinq ans qui suivent celle à l'égard de laquelle un rapport est fait avant d'être détruits.

No. ADD : 98/005

Renvoi aux dossiers # : BDDC NDP 920 et

BDDC NDP 921

Enregistrement (SCT) : 003752

Numéro de fichier : BDDC PPE 801

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Présences et congés

Ressources humaines

Sécurité et santé au travail

outre, des sommaires des rapports d'accident sont produits sur micro-ordinateur. **Catégorie de personnes :** Employés de la Banque du Canada. **But :** Ce fichier a pour but de consigner les dossiers relatifs aux lésions et aux maladies qui découlent des conditions de travail ou qui sont aggravées par celles-ci et aux incapacités qui surviennent subséquemment; et fournir la documentation nécessaire à l'administration des

pas donné suite à la suggestion, le dossier devient inactif. Les registres sont alors conservés pendant une période additionnelle de trois ans avant d'être détruits.

No. ADD : 98/005

Renvoi au dossier # : BDDC NDP 921

Enregistrement (SCT) : 003922

Numéro de fichier : BDDC PPE 815

Rémunération et avantages

Description : Ce fichier contient les

certifications nécessaires pour la rémunération, les indemnités et les déductions et présente des renseignements au sujet du traitement et des avantages pour chaque employé y compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la paye et des avantages. Le fichier peut également comprendre des dispositions concernant les fonds relatifs à la saisie-arrêt et la distraction. Le dossier touchant les gains et la pension de retraite est joint au dossier personnel de chaque employé.

Catégorie de personnes : Employés de la

BDC.

But : Ce fichier contient de la documentation

sur l'administration de la rémunération et des avantages au sein de la BDC. Il sert également à approuver le paiement des traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le numéro d'assurance sociale ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Permettre la vérification et la conciliation des comptes relatifs à la paye (par exemple, la rémunération et l'admissibilité des employés) et étayer le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément aux lois applicables.

Normes de conservation et de destruction :

Les dossiers sont conservés par la BDC pour toute la durée de l'emploi, plus un an. Les dossiers sont ensuite fusionnés avec le dossier personnel de l'employé correspondant et transférés aux Archives nationales du Canada et suivent les normes de conservation et de destruction du fichier ordinaire dossier personnel d'un employé. Cette règle, toutefois, ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la

Enregistrement (SCT) : 003923

Numéro de fichier : BDDC PPE 820

Programme d'aide aux employés

Description : Ce fichier contient des

renseignements concernant un service-conseil volontaire et confidentiel offert aux employés de la BDC et à leurs personnes à charge. Les employés et leurs personnes à charge ayant besoin de conseils doivent communiquer directement avec le consultant. Les services du consultant ont été retenus par la BDC afin qu'il offre le Programme d'aide aux employés au groupe mentionné précédemment. Les documents concernant la consultation sont conservés par le consultant et ne sont pas remis à la BDC afin de maintenir le caractère confidentiel du programme.

Catégorie de personnes : Les employés de la

BDC et leurs personnes à charge.

But : L'information est utilisée par le consultant

pour assurer la suite des services rendus aux

employés de la BDC et leurs personnes à

charge de façon à assurer la confidentialité des

personnes ayant demandé des

renseignements.

Normes de conservation et de destruction :

Le consultant conserve les renseignements pendant cinq ans depuis le dernier contact avec l'employé avant d'être détruits.

No. ADD : 81/007

Renvoi au dossier # : BDDC NDP 921

Enregistrement (SCT) : 003748

Numéro de fichier : BDDC PPE 805

Programme de récompenses

Description : Ce fichier contient des

renseignements sur les employés qui ont mérité ou pourraient mériter une récompense dans le cadre des anciens programmes de suggestions de la Banque. Les données comprennent notamment le nom et le titre de l'employé ainsi que le numéro de la suggestion, ce sur quoi elle porte, si elle a été mise en œuvre ou si elle a valu une récompense à son auteur.

Catégorie de personnes : Employés de la

BDC qui ont présenté une suggestion en vertu

du programme.

But : Ce fichier a visé à identifier les employés

qui ont formulé des suggestions et à consigner

l'évaluation qui en a été faite.

Usages compatibles : Le système

informatique a servi à contrôler le processus

entourant les suggestions ainsi que la remise

des récompenses, le cas échéant.

Normes de conservation et de destruction :

Les dossiers restent actifs pendant une période

de deux ans. Si, au bout de deux ans, on n'a

Banque de développement du Canada

Chapitre 40

Fichiers de renseignements personnels particuliers

Mesures disciplinaires

Description : Ce fichier renferme les avis de mesures disciplinaires et la correspondance relative aux inconduites des employés, les déclarations des témoins, les opinions juridiques, les enquêtes sur les inconduites présumées ainsi que les rapports d'analyse signalant que les avis de mesures disciplinaires peuvent être joints au dossier personnel de l'employé.

Catégorie de personnes : Employés de la BDC.

But : Ce fichier sert à consigner les renseignements servant à établir les mesures

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Usages compatibles : Les renseignements administratifs peuvent être utilisés à l'interne aux fins de gestion des programmes et à des fins de recherche, de planification, d'évaluation, de statistiques et de vérification interne. Les renseignements médicaux ne peuvent être utilisés que par le personnel qualifié du bureau de santé et de Santé Canada.

Normes de conservation et de destruction : Les dossiers sont conservés à la direction du personnel deux ans après qu'un employé ait quitté l'hôpital. Par la suite les dossiers sont acheminés aux archives nationales du Canada et sont ainsi conservés en accord avec les règlements régissant les documents médicaux.

No. ADD : À déterminer

Renvoi au dossier # : ACC MAC 025

Enregistrement (SCT) : 003645

Numéro de fichier : ACC PCE 738

- Accidents d'automobile, de bateau, d'embarcation et d'avion
- Aide aux employés
- Cartes d'identification et laissez-passer
- Code régissant les conflits d'intérêts et l'après-mandat
- Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
- Dossier personnel d'un employé
- Dotation
- Évaluation du rendement
- Formation et perfectionnement
- Griefs
- Harcèlement
- Langues officielles
- Mesures disciplinaires
- Politique de reconnaissance
- Présences et congés
- Programme d'équité en matière d'emploi
- Rémunération et avantages
- Sécurité et santé au travail
- Stationnement
- Voyages et réinstallations

Usages compatibles : Déterminer la nécessité d'un recours à des mesures disciplinaires ainsi que la nature desdites mesures et étayer les décisions relatives à la rémunération et aux avantages sociaux, aux présences et aux congés, aux mutations, aux rétrogradations et aux cessations d'emploi.

Normes de conservation et de destruction : Certaines parties sont conservées pendant six ans avant d'être détruites. D'autres parties peuvent être transférées au «Dossier personnel d'un employé», auquel cas les périodes de conservation applicables à ce fichier sont respectées.

No. ADD : 81/007 et 98/005

Renvoi au dossier # : BDDC NDP 921

Anciens Combattants Canada

Chapitre 39

Fichiers de renseignements personnels centraux

Dossiers médicaux à l'hôpital Sainte-Anne
Description : Ce fichier contient certains des renseignements suivants ou la totalité : des rapports médicaux, psychiatriques et d'experts conseils, des résultats et des évaluations, des analyses et rapports de laboratoire, des

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

radiographies et des rapports de traitement et de conseil. Les personnes demandant l'accès à ces renseignements doivent fournir leur nom au complet, leur date de naissance et l'endroit du dossier demandé.
Catégorie de personnes : Les fonctionnaires fédéraux, les anciens fonctionnaires fédéraux et les fonctionnaires fédéraux éventuels à l'hôpital Sainte-Anne.
But : Ce fichier a pour but de maintenir les dossiers de santé au travail des fonctionnaires fédéraux et des fonctionnaires fédéraux éventuels y compris les dossiers de surveillance et de maintien des facteurs d'hygiène du travail et du milieu, de pré-empaquetage, d'évaluations

Usages compatibles : Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de voyage. Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu réinstallation, sauf pour : les cartes de voyage, réinstallation des frais de voyage ou de

But : Obtenir l'autorisation au niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de voyage, aux voyages et aux réinstallations, et de procurer les passeports et les visas aux employés qui voyagent outre-mer.

Usages compatibles : Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de voyage. Les dossiers sont détruits six ans après l'exercice financier durant lequel il y a eu réinstallation, sauf pour : les cartes de voyage, réinstallation des frais de voyage ou de

Voyages et réinstallations
Description : Ce fichier renferme des demandes autorisées pour les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les avances, les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et la correspondance concernant les voyages et les réinstallations des employés.

Catégorie de personnes : Employés de l'institution.

Numéro de fichier : AAC PPE 813

Enregistrement (SCT) : 002099

Renvoi au dossier # : AAC DGI 856

No. ADD : À déterminer

est immédiatement détruit.
d'un avis d'octroi de grâce, le casier judiciaire d'emploi) et sont ensuite détruits. Sur réception une mutation, une promotion ou la cessation

Fichiers de renseignements personnels ordinaires

qui sont retenues jusqu'à la date de leur expiration et les passeports, qui sont retenus pour un minimum de cinq ans.
No. ADD : 99/004
Renvoi au dossier # : AAC DGI 852
Enregistrement (SCT) : 002282
Numéro de fichier : AAC PPE 815

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Accidents d'automobile, de bateau, d'embarcation et d'avion
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Évaluation du rendement
Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail

ressources humaines peuvent accéder cette écran en raison de statistiques). Ces écrans contiennent des renseignements sur les employés qui ont accepté un autre poste, qui ont démissionner de la fonction publique et qui ont été mis en disponibilité, s'ils ont été recycler et à quel coût, les données sur les indemnités que l'employé a reçu telles que, combien a-t-il reçu pour sa rémunération de sa période de priorité d'excédentaire, l'indemnité de cessation d'emploi, l'indemnité de cessation de service et la prime au maintien.

Catégorie de personnes : Employés qui sont des priorités.

But : De parer les employés prioritaires pour d'autres possibilités d'emploi.

Usages compatibles : Il n'y a pas d'usages compatibles.

Normes de conservation et de destruction : L'information est détruite après 2 ans après la dernière utilisation administrative.

No. ADD : 98/005

Renvoi au dossier # : AAC DRH 920

Enregistrement (SCT) : 003320

Numéro de fichier : AAC PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux du Ministère, notamment les détails sur les appels interurbains faits à partir d'un appareil du Ministère, la liste des employées autorisées à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiés à certains employés, le mode d'appel et les

numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère.

Catégorie de personnes : Employés du Ministère.

But : La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent.

Usages compatibles : Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs.

Normes de conservation et de destruction : Ces données sont conservées pendant deux ans, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans.

No. ADD : À déterminer

Renvoi au dossier # : AAC DSI 852

Enregistrement (SCT) : 003319

Numéro de fichier : AAC PPE 827

Vérifications de la fiabilité

Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires.

Catégorie de personnes : Employés actuels ou éventuels du Ministère qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur.

But : Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels du Ministère satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches.

Usages compatibles : Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de deux ans après le dernier emploi administratif (qui correspond habituellement à

l'employé.
No. ADD : À déterminer
Renvoi au dossier # : AAC DGI 913
Enregistrement (SCT) : 002283
Numéro de fichier : AAC PPE 816

Système d'information financière – SATURNE
Description : Le système d'information financière et de gestion du matériel officiel pour le Ministère, l'Agence canadienne d'inspection des aliments, l'Agence canadienne du pari mutuel, la Commission canadienne du lait, et la Commission canadienne des grains.
L'information est classifiée comme suit : Responsabilité (centre de coûts/fonds), Autorité (fonds), But (activité), Projet (commande interne) et Article de dépense (compte GL). L'information personnelle (p.ex. adresses, numéros de téléphone, âge, sexe, état matrimonial, pays d'origine, citoyenneté etc.) est incluse dans Saturne à l'exception du nom de l'employé. Pour les personnes qui reçoivent des paiements imposables du Ministère, leur numéro d'assurance sociale (NAS) est capturé et retenu dans Saturne.
Catégorie de personnes : Employés qui ne font pas partie du Ministère.
But : Le NAS est requis et inséré sur les feuillets et les dossiers fiscaux que le Ministère doit remettre à l'Agence des douanes et du revenu du Canada.
Usages compatibles : Se référer à "L'objectif" de la banque.
Normes de conservation et de destruction : L'information demeure dans Saturne et est reportée d'année en année. Quand l'activité prend fin, l'information est rayée du système.
No. ADD : 99/004
Renvoi au dossier # : AAC DGI 852
Enregistrement (SCT) : 002945
Numéro de fichier : AAC PPE 805

Système de masse salariale
Description : Ce fichier contient des renseignements sur les employés de l'institution, dont le code d'identification de dossier personnel (CIDP), le prénom et le nom de famille, la catégorie et le niveau professionnel, le salaire annuel, la date d'entrée en service et le codage financier.
Catégorie de personnes : Employés de l'institution.
But : Le Système de masse salariale est un système auxiliaire de Saturne, le système de gestion des finances et du matériel de l'institution. Il est également le système officiel de tenue des dossiers du Ministère pour la

gestion des salaires. Le système a deux fonctions principales : premièrement, il permet de faire des prévisions relatives aux dépenses salariales et est, donc, un outil de gestion des budgets de fonctionnement; deuxièmement, il transforme les données brutes du Système régional de paye du gouvernement en données qui peuvent être utilisées par le système financier du Ministère. Pour que le système exécute ces deux fonctions, le fichier est utilisé pour ajouter le codage financier dans les fichiers de paye reçus du Système de paye et pour fournir des données sur les employés et les postes qui sont nécessaires pour calculer les dépenses prévues.
Usages compatibles : Le Système de masse salariale n'a que les deux fonctions décrites ci-dessus. Les fichiers de mouvements relatifs à la paye sont reçus après chaque jour de paye. Les données de ces fichiers de paye sont comparées par code d'identification de dossier personnel (CIDP) avec les données du SMS dans le seul but de déterminer le code financier à assigner au fichier de paye avant de le comptabiliser dans le SMS.
Normes de conservation et de destruction : L'information est gardée pour 6 années fiscales ensuite détruite.
No. ADD : À déterminer
Renvoi au dossier # : AAC DGI 700
Enregistrement (SCT) : 005113
Numéro de fichier : AAC PPE 831

Système de placement par priorité
Description : La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistrent l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et numéro de téléphone du conseiller en ressources humaines et si l'employé a été offert et a accepté le Programme d'Encouragement à la retraite anticipée (PERA) ou le Programme de prime de départ anticipé (PDA). 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité, le lieu de travail, leur disponibilité pour travailler, leur volonté d'accepter un poste de niveau inférieur, les groupes et niveaux acceptables, le titre de leur poste actuel, leur profil des compétences, leur éducation et expérience et leur numéro de téléphone du bureau et de leur domicile. 3) Les résultats (les gestionnaires n'ont pas accès à cette écran, seulement la section des

l'employé.
No. ADD : À déterminer
Renvoi au dossier # : AAC DGI 913
Enregistrement (SCT) : 002283
Numéro de fichier : AAC PPE 816

Système d'information financière – SATURNE
Description : Le système d'information financière et de gestion du matériel officiel pour le Ministère, l'Agence canadienne d'inspection des aliments, l'Agence canadienne du pari mutuel, la Commission canadienne du lait, et la Commission canadienne des grains.
L'information est classifiée comme suit : Responsabilité (centre de coûts/fonds), Autorité (fonds), But (activité), Projet (commande interne) et Article de dépense (compte GL). L'information personnelle (p.ex. adresses, numéros de téléphone, âge, sexe, état matrimonial, pays d'origine, citoyenneté etc.) est incluse dans Saturne à l'exception du nom de l'employé. Pour les personnes qui reçoivent des paiements imposables du Ministère, leur numéro d'assurance sociale (NAS) est capturé et retenu dans Saturne.
Catégorie de personnes : Employés qui ne font pas partie du Ministère.
But : Le NAS est requis et inséré sur les feuillets et les dossiers fiscaux que le Ministère doit remettre à l'Agence des douanes et du revenu du Canada.
Usages compatibles : Se référer à "L'objectif" de la banque.
Normes de conservation et de destruction : L'information demeure dans Saturne et est reportée d'année en année. Quand l'activité prend fin, l'information est rayée du système.
No. ADD : 99/004
Renvoi au dossier # : AAC DGI 852
Enregistrement (SCT) : 002945
Numéro de fichier : AAC PPE 805

Système de masse salariale
Description : Ce fichier contient des renseignements sur les employés de l'institution, dont le code d'identification de dossier personnel (CIDP), le prénom et le nom de famille, la catégorie et le niveau professionnel, le salaire annuel, la date d'entrée en service et le codage financier.
Catégorie de personnes : Employés de l'institution.
But : Le Système de masse salariale est un système auxiliaire de Saturne, le système de gestion des finances et du matériel de l'institution. Il est également le système officiel de tenue des dossiers du Ministère pour la

But : La base de données a été créée dans le but de simplifier et de documenter le travail accompli auprès des employés utilisant les services du Programme de gestion de carrière en vue de leur perfectionnement professionnel. Elle nous permet également de jumeler les employés intéressés à acquérir de l'expérience et certaines compétences bien précises, telles qu'ils les ont décrites dans leur plan de carrière, aux occasions de perfectionnement offertes par les directions générales susmentionnées et de faire la promotion de ces occasions.

Usages compatibles : Offrir une aide permanente en perfectionnement professionnel aux employés des directions générales susmentionnées, en appui aux objectifs d'apprentissage continu du Ministère.

Normes de conservation et de destruction : Les dossiers des politiques et des programmes sont conservés pendant cinq ans à partir du moment où le programme est modifié ou terminé. Les renseignements sur les employés sont conservés pendant deux ans après le départ définitif de ceux-ci.

No. ADD : À déterminer

Renvoi au dossier # : AAC DRH 860

Enregistrement (SCT) : 005112

Numéro de fichier : AAC PPE 830

Répertoire des compétences en recherche

Description : Le répertoire renferme des renseignements personnels sur les employés, tels que : nom, CDP, classification, première langue officielle, compétences en recherche et données sur les retraites.

Catégorie de personnes : Les employés de la Direction générale de la recherche appartenant à la Catégorie scientifique et professionnelle.

But : Aux fins de planification des ressources humaines. Le répertoire sert à établir la population actuelle de la Direction générale appartenant à la Catégorie scientifique et professionnelle et à prévoir les besoins/la demande futurs.

Usages compatibles : Planifier la demande future en matière de personnel scientifique et professionnel.

Normes de conservation et de destruction : Le répertoire est mis à jour annuellement. Les documents sont conservés pendant cinq ans.

No. ADD : 98/005

Renvoi au dossier # : AAC DRH 921

Enregistrement (SCT) : 002700

Numéro de fichier : AAC PPE 803

Saisie-arrêt

Description : Ce fichier contient de la documentation concernant les fonds relatifs à la

Catégorie de personnes : Employés du ministère de l'Agriculture et Agroalimentaire au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises.

But : Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds.

Usages compatibles : Sert également à approuver les retenues des salaires.

Normes de conservation et de destruction : Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agroalimentaire pendant deux ans, puis détruit.

No. ADD : 98/005

Renvoi au dossier # : AAC DRH 925

Enregistrement (SCT) : 002048

Numéro de fichier : AAC PPE 807

Stationnement

Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada.

Catégorie de personnes : Employés de l'institution.

But : Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement.

Usages compatibles : Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement du Ministère est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'administration de stationnement régulièrement.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de

candidature au comité ; s'il aimerait contribuer aux divers sujets et questions qui concernent le comité, participer aux sous-comités ou aux groupes de travail ; ou être informé des activités du comité ; et tous les commentaires personnels que les répondant incluront sur le formulaire.

Catégorie de personnes : L'information vise les employés d'Agriculture et Agroalimentaire Canada de tous les groupes et niveaux et de toutes les régions.

But : Les buts de l'information sont de mettre sur pied un comité consultatif ministériel et d'établir une liste de distribution des personnes qui s'intéressent aux questions et enjeux qui touchent des personnes handicapées.

Usages compatibles : L'information est destinée pour l'usage du comité, du Sous-ministre de la Direction générale des services intégrés et ses conseillers.

Normes de conservation et de destruction : À déterminer.

No. ADD : À déterminer
Enregistrement (SCT) : 003928
Numéro de fichier : AAC PPE 828

Profil de gestion
Description : Collecte de données sur les facteurs connexes et l'identification des différences globales entre les habilités de gestion d'un individu et le profil.

Catégorie de personnes : Tous les employés d'Agriculture et Agroalimentaire Canada dans des postes de niveau EX moins 2 jusqu'au niveaux supérieur du groupe de la direction.

But : Le but de l'identification de cette différence discutée ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'accent sur les habilités spécifiques de formation et de perfectionnement.

Usages compatibles : Même que pour 'But'.

Normes de conservation et de destruction : Conservation minimum de 5 ans.

No. ADD : 98/005
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 002946
Numéro de fichier : AAC PPE 820

Programme d'équité en matière d'emploi
Description : La banque fait partie du Système de Gestion sur les ressources humaine. Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe ; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et

le code d'identification du dossier personnel (CIPD) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire.

Catégorie de personnes : Employés du ministère.

But : Ce fichier contient toute la documentation nécessaire à la mise en œuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentées selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapées physiques et mentales et minorités visibles). Le code d'identification du dossier personnel (CIPD) est utilisé à des fins d'identification. Il faut inscrire le CIPD.

Usages compatibles : Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi.

Normes de conservation et de destruction : Mise à jour effectuée sur une base trimestrielle.
No. ADD : 98/005
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 003648
Numéro de fichier : AAC PPE 818

Programme de gestion de carrière
Description : La base de données contient des renseignements personnels sur les employés, notamment leur nom, leur curriculum vitae et leur plan de carrière. Elle comprend également de l'information sur les politiques, les lignes directrices et les documents clés concernant le programme.

Catégorie de personnes : Tous les employés de la Direction générale des programmes financiers pour l'agriculture, de la Direction générale des politiques stratégiques et des Secrétariats rural et aux coopératives, qui souhaitent se prévaloir des services offerts par le Programme de gestion de carrière.

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

No. ADD : 98/005
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 000913
Numéro de fichier : AAC PPE 808

Formation et perfectionnement
Description : Ce fichier dans le Système de Gestion sur les Ressources Humaine, comprend les données suivantes : les demandes pour suivre les cours et évaluations, code d'identification de dossier personnel, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement pararrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. Ceci contient également les formulaires de demandes pour les programmes de formation personnel et de perfectionnement.

Catégorie de personnes : Employés de

Personnes handicapées : Information de soutien sur les employés pour le comité consultatif ministériel
Description : Ce fichier comprend le nom, le titre, le groupe et le niveau, la direction générale, et l'adresse (plusieurs personnes soumettront l'adresse au domicile ainsi que le bureau) de l'employé, aussi s'il désire poser sa candidature.

No. ADD : 98/005
Renvoi au dossier # : AAC DRH 860
Enregistrement (SCT) : 002698
Numéro de fichier : AAC PPE 819

Personnes handicapées : Information de soutien sur les employés pour le comité consultatif ministériel
Description : Ce fichier comprend le nom, le titre, le groupe et le niveau, la direction générale, et l'adresse (plusieurs personnes soumettront l'adresse au domicile ainsi que le bureau) de l'employé, aussi s'il désire poser sa candidature.

Normes de conservation et de destruction : Les documents sont conservés pendant 2 ans. **Usages compatibles :** Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction.

But : Pour aider dans la dotation des membres du groupe de la direction.

Catégorie de personnes : Membres du groupe de la direction à Agriculture et Agroalimentaire Canada.

Normes de conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.

Normes de conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. **Usages compatibles :** Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.

Personnel
Description : Ce fichier contient de l'information personnelle, telle que CDP, nom, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, date de retraite possible, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent.

Catégorie de personnes : Membres du groupe de la direction à Agriculture et Agroalimentaire Canada.

No. ADD : 98/005
Renvoi au dossier # : AAC DRH 927
Enregistrement (SCT) : 000917
Numéro de fichier : AAC PPE 810

Groupe de la Direction – Documents du Personnel
Description : Ce fichier contient de l'information personnelle, telle que CDP, nom, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, date de retraite possible, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent.

Catégorie de personnes : Membres du groupe de la direction à Agriculture et Agroalimentaire Canada.

être inclus.

Catégorie de personnes : Employés de l'Agriculture et Agroalimentaire Canada et les autres ministères.

But : Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale.

Usages compatibles : Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur d'Agriculture et agroalimentaire Canada.

Normes de conservation et de destruction : Les documents sont conservés pendant 2 ans.

No. ADD : 98/005

Renvoi au dossier # : AAC DRH 860

Enregistrement (SCT) : 002701

Numéro de fichier : AAC PPE 822

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIPD) ; l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les

promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les normes des bénéficiaires, les appréciations de rendement ; et peut contenir des renseignements sur les compétences linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés du Ministère.

But : Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite.

Usages compatibles : Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux Publics et Services Gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (retenue des cotisations) ; et à Santé Canada (aux fins des pensions).

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004

Fichiers de renseignements personnels particuliers

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels ; les résumés des enquêtes faites par le Service Canadien des renseignements de sécurité (SCRS),

auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC) ; des cartes d'empreintes digitales ; les antécédents criminels ; le numéro d'assurance sociale ; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation, ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS.

Catégorie de personnes : Les personnes

travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation ou d'un contrat.

But : Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler au

ministère de l'Agriculture et Agroalimentaire en vertu d'un nomination, d'une affectation ou d'un contrat et dont le poste nécessite une cote de sécurité. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement.

Lorsque le ministère de l'Agriculture et Agroalimentaire prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenues dans le fichier.

Usages compatibles : Étayer les décisions se rapportant à des mutations, à des promotions, à

des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire du Ministère est relié au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employés et de mettre à jour le système d'information sécuritaire régulièrement.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi.

No. ADD : À déterminer

Renvoi au dossier # : AAC DGI 852

Enregistrement (SCT) : 002943

Numéro de fichier : AAC PPE 826

Comptabilité des dépenses (employés)

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement des dépenses et de frais, le règlement des réclamations et d'autres paiements.

Catégorie de personnes : Employés du

Ministère réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements.

But : Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Sert également à émettre des déclarations de gains impossibles aux fins de l'impôt sur le revenu.

Normes de conservation et de destruction : Les dossiers sont conservés six ans.

No. ADD : 99/004

Renvoi au dossier # : AAC DGI 914

Enregistrement (SCT) : 002285

Numéro de fichier : AAC PPE 817

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agriculture ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi des examens du rendement et l'évaluation de l'employé peuvent

**Fichiers de renseignements
personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Cartes d'identification et laissez-passer Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

**Fichiers de renseignements
personnels ordinaires**

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer (ces renseignements sont détenus par le ministère du Patrimoine canadien)

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité) (ces renseignements sont détenus par le ministère du Patrimoine canadien)

Dossier personnel d'un employé

Dotation

Évaluation et rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

d'équité en matière d'emploi de l'ARC dans son travail visant à réaliser l'égalité en milieu de travail de façon qu'aucune personne ne se voie refuser des possibilités d'emploi ou des avantages pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi par les quatre groupes désignés. **Normes de conservation et de destruction** : Ces documents sont retenues pour un minimum de deux ans après que l'employé a quitté l'organisation et envoyé aux archives par la suite.

No. ADD : 98/005
Renvoi au dossier # : ARC PRN 926
Enregistrement (SCT) : 005107
Numéro de fichier : ARC PPE 820

Système de rapports de congé et de temps supplémentaire – Agence des douanes et revenu du Canada
Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents de l'Agence, tout comme sur ceux des employés engagés pour une période déterminée de plus de trois mois.

Catégorie de personnes : Employés de l'Agence.

But : Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de l'ARC, à l'exception de ceux qui sont engagés pour une période déterminée de moins de trois mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire des Travaux publics et Services gouvernementaux Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPFC. Des rapports personnels contenant des renseignements détaillés sur les congés et le temps supplémentaire sont mis à la disposition des employés à date fixe ; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée.

Usages compatibles : La banque de données fournit aux cadres hiérarchiques des renseignements à l'égard des employés, concernant le temps supplémentaire travaillé et

le solde des congés. Elle sert également à recueillir des données qui sont transmises à Travaux publics et Services gouvernementaux Canada par bande magnétique, afin de respecter les exigences du Conseil du Trésor.

Normes de conservation et de destruction : L'année courant plus de deux ans et ensuite ils sont détruit.

No. ADD : 98/005
Renvoi au dossier # : ARC PRN 918
Enregistrement (SCT) : 003543
Numéro de fichier : ARC PPE 804

Identification interne de l'infrastructure à clé publique (ICP)
Description : Selon la Politique sur les certificats internes de l'Autorité de certification (AC) de l'ARC, l'identité des personnes employées par l'ARC doit être vérifiée avant l'émission des certificats de l'ICP permettant les transactions en ligne sécuritaires. Les renseignements peuvent être recueillis sur support papier ou électronique et peuvent comprendre des renseignements protégés, tels que le nom, le CDP ou la date de naissance de l'employé. Les renseignements recueillis pour les besoins de l'identification et de l'authentification comprennent le nom de l'employé et l'adresse de courrier SMTP qui sont publiés dans le répertoire X.500.

Catégorie de personnes : Les employés, les entrepreneurs, les rôles organisationnels et les applications de l'ARC.

But : Les certificats de l'ICP serviront à permettre à tous les employés de l'ARC de faire du télétravail et d'avoir un système de courrier électronique protégé.

Usages compatibles : Les renseignements recueillis avant la délivrance des certificats de l'ICP serviront à des fins d'identification et d'authentification seulement.

Normes de conservation et de destruction : Tous les renseignements contenant des renseignements de nature délicate en texte clair sont stockés en vertu de la Politique gouvernementale en matière de sécurité (PGS). La correspondance (entente d'abonnements et autres renseignements d'identification et d'authentification) et les rapports de l'ARC sont conservés pendant au moins six ans. Tous les renseignements sont classés Protégé B et détruits conformément aux lignes directrices de la GRC.

No. ADD : 98/001
Renvoi au dossier # : ARC DCR 345
Enregistrement (SCT) : 004487
Numéro de fichier : ARC PPE 818

supporter la planification de carrière du futur et pour l'évaluation et gestion du rendement des employés.

Usages compatibles : Les tiers parties

internes et externes ; les employés de la vérification et l'évaluation interne ; les représentants des ressources humaines pour l'analyse et planification des ressources

humaines ; représentants de la division de renouvellement du personnel et gestion de carrière, Ottawa.

Normes de conservation et de destruction : Au moment de la retraite ou du départ de l'employé et pour un minimum de deux ans après cette date et envoyé aux archives par la suite.

No. ADD : 98/005

Renvoi au dossier # : ARC PRN 920

Enregistrement (SCT) : 005105

Numéro de fichier : ARC PPE 830

Programme de reconnaissance

Description : La banque renferme des renseignements sur le Programme de reconnaissance de l'ARC. Les renseignements suivants peuvent figurer dans la banque : nom de l'employé ; brève description de ses réalisations ; groupe, niveau et lieu de travail de l'employé ; et le type de prix reçu par l'employé.

Note : Ce fichier s'intitulait Innovation et Excellence antérieurement.

Catégorie de personnes : Employés de l'Agence qui ont été mis en nomination pour un prix local, régional ou d'une direction générale ; un prix pour long service, un prix décerné dans le cadre du Programme de suggestions, le Prix d'excellence de l'ARC, ou un prix externe.

But : Aider à l'administration du Programme de reconnaissance.

Usages compatibles : Certains bureaux locaux se servent de la banque pour des fins de gestion d'information. Certains dossiers de la banque sont gardés de façon nationale.

Normes de conservation et de destruction : Une fois clos, les dossiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits ; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information ; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits.

No. ADD : 98/005

Renvoi au dossier # : ARC PPE 810

Enregistrement (SCT) : 003212

Numéro de fichier : ARC PPE 810

Programme d'équité en matière d'emploi

Description : Cette banque renferme des renseignements provenant du questionnaire

d'auto-identification appelé le Profil de l'effectif (ARC) un compte exact et précis des employés qui constituent son effectif. Ces renseignements sont recueillis sur une base volontaire, et les répondants sont priés d'indiquer s'ils sont une

personne handicapée, un Autochtone, un membre d'un groupe des minorités visibles, et s'ils sont de sexe masculin ou féminin. À des fins d'identification, on inclut dans le questionnaire le code d'identification de dossier personnel de l'employé ainsi que son prénom et son nom de famille. Ces renseignements sont confidentiels et

protégés par la Loi sur la protection des renseignements personnels, et ils font l'objet d'un stockage sécurisé au sein de la Section de l'équité en matière d'emploi, ainsi que dans un serveur sécurisé des Systèmes administratifs d'entreprise (SAE). Ces renseignements

n'apparaissent pas dans le dossier personnel de l'employé et ne seront pas divulgués sans l'autorisation de ce dernier. Conformément à la Loi sur l'équité en matière d'emploi (LME), seuls les employés qui mettent en oeuvre l'équité en

matière d'emploi ainsi que ceux qui sont responsables de la mise à jour et du soutien des SAE pour l'équité en matière d'emploi ont accès à ces renseignements.

Catégorie de personnes : Employés de l'ARC.

But : L'ARC est tenue de recueillir des renseignements et de procéder à une analyse de son effectif afin de déterminer le degré de sous

représentation des membres des groupes désignés (c.-à-d. les femmes, les peuples autochtones, les personnes handicapées et les membres des groupes des minorités visibles) par rapport à leur disponibilité sur le marché du travail. Cela permet à l'ARC d'évaluer les

progress accomplis en ce qui touche l'équité en matière d'emploi. Les renseignements globaux apparaitront également dans le rapport présenté par l'ARC au Parlement sur l'équité en matière d'emploi. Pour obtenir un tableau complet de l'effectif de l'ARC et pour déterminer les progrès qui ont été accomplis en ce qui touche l'équité en matière d'emploi, il est nécessaire de relier les renseignements avec les groupes

professionnels, les échelles salariales, les personnes embauchées, les promotions et les départs, qui sont recueillis à partir des systèmes d'information existants.

Usages compatibles : Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme

données vise à traiter une proposition d'exemption de poste ou à mettre à jour les renseignements relatifs à un poste déjà exempté (groupe/niveau, titre, titulaire, etc.) Certains renseignements contenus dans cette banque de données sont transmis à la Commission des relations de travail dans la fonction publique (PSSRB) et à l'agent négociateur désigné, tandis que d'autres sont communiqués aux bureaux locaux/régionaux des Ressources humaines, y compris des unités de la Rémunération, pour qu'ils prennent les mesures nécessaires.

Normes de conservation et de destruction :

Les renseignements sont retenus jusqu'à ce que le poste perde son statut d'exclusion.

No. ADD : 98/005

Renvoi au dossier # : ARC PRN 926

Enregistrement (SCT) : 000003

Numéro de fichier : ARC PPE 812

Fichiers de médiation

Description : Ce fichier contient des renseignements sur des médiations tenues

entre employés/és de l'ARC. Tous les médiateurs, internes ou externes, remplissent un Rapport de médiation et le font suivre d'une façon privée et confidentielle au Bureau de gestion des différends. L'information est classée dans un dossier placé sous clé et dans une enveloppe scellée qui peut contenir les documents suivants : l'entente à la médiation, les notes du médiateur et l'entente de règlement.

Catégorie de personnes : Les employés/és de l'ARC qui ont participé à une session de médiation.

But : Le but de ce fichier est d'assurer une qualité constante et la confidentialité dans le classement des documents de médiation.

Usages compatibles : Les rapports de médiation ne seront utilisés par le personnel du BGD qu'à des fins statistiques et d'assurance de la qualité. Les dossiers de médiation ne seront vus par le personnel du BGD que dans les circonstances suivantes : besoin de contacter les parties par rapport à des activités se rapportant aux cas de médiation ou à des activités de suivi non-reliées aux cas spécifiques, et dans le monitoring des ententes de règlement.

Normes de conservation et de destruction :

Les dossiers de médiation sont conservés pendant deux ans après l'achèvement de la médiation et détruits par la suite.

No. ADD : 98/005

Renvoi au dossier # : ARC PRN 926

Enregistrement (SCT) : 005106

Numéro de fichier : CCRA PPE 825

Méthode de résultats de l'Exercice

«in-basket» pour la supervision de l'ARC

Description : Parmi les données contenues dans le fichier, se trouvent les résultats de l'Exercice "in-basket" pour la supervision, la date de l'examen, les renseignements personnels du candidat dont : le nom de famille, le prénom et l'initiale, et le code d'identification de dossier personnel. On retrouve aussi comme information donnée volontairement le genre, la date de naissance, le nombre d'années de service, le niveau d'études, membre d'un groupe d'équité en matière d'emploi ainsi que le groupe occupationnel et le niveau.

Catégorie de personnes : Les documents du fichier ne portent que sur les candidats qui ont passé l'Exercice "in-basket" pour la supervision de l'ARC dans un processus de dotation. Pour avoir accès à ces données, il faut fournir une preuve d'identité ou une autorisation en règle. **But :** Ce fichier a été créé pour la section. Norme de renouvellement du personnel et services d'évaluation de la Direction des ressources humaines afin de contrôler la durée de la période d'attente, l'application des résultats d'examen d'un processus de sélection à un autre, l'analyse des résultats d'examen et pour recueillir des données à des fins de recherches.

Normes de conservation et de destruction :

L'information est conservée indéfiniment parce que les résultats d'examen peuvent être valide

indéfiniment. Les résultats d'examen peuvent être divulgués à des fins d'appels.

No. ADD : 98/005

Renvoi au dossier # : ARC PRN 921

Enregistrement (SCT) : 003211

Numéro de fichier : ARC PPE 807

Profil des employés

Description : Ce fichier contient les renseignements personnels concernant chaque employé de l'ARC, y compris, le nom, l'adresse, code d'identification, l'expérience et les capacités, les évaluations du rendement, les résultats des évaluations des compétences, les dossiers de formation et apprentissage, et les informations sur le développement de carrière. Catégorie des personnes : Les employés de l'ARC.

But : Pour maintenir à jour les informations sur chaque employé pour les fins de : aligner les compétences des employés avec les profils de compétences des postes afin de dotation, pour planification des ressources humaines, pour

compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, la politique du Conseil du Trésor sur les Pertes de deniers et infractions et autres actes illégaux commis contre la Couronne, et la politique de l'Agence du Revenu du Canada sur les conditions d'emploi.

Usages compatibles : Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête ou d'exécution de la loi prévus par d'autres lois applicables et au ministère de la Justice.

Normes de conservation et de destruction : Les dossiers sont conservés indéfiniment

No. ADD : A être déterminer

Renvoi au dossier # : ARC PRN 903

Enregistrement (SCT) : 000004

Numéro de fichier : ARC PPE 813

Fiche d'utilisation de matériel par les

employés

Description : Ce fichier est relié à la formation des employés sur des logiciels de traitement de texte et les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'emploi. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée.

Catégorie de personnes : Employés du ministère de L'Agence du Revenu du Canada.
But : Le but du fichier est de fournir l'histoire de la formation des employés sur le logiciel de traitement de texte.

Usages compatibles : aucun

Normes de conservation et de destruction : Ces dossiers sont conservés pendant cinq ans et ensuite ils sont détruit.

No. ADD : 98/005

Renvoi au dossier # : ARC PRN 927

Enregistrement (SCT) : 002027

Numéro de fichier : ARC PPE 805

Système de la gestion des activités et coûts ministériels

Description : Les renseignements contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que de l'information sur les données de production de l'emploi (en terme de temps et de coût) par activité, organisation et projet/cas, ainsi que des rapports sur la non-conformité et le temps/production non-déclaré.

Catégorie de personnes : Les personnes

identifiées dans ce fichier sont tous les

employées de L'Agence du Revenu du Canada, ainsi que des individus embauchés d'un service contractuel d'emploi.

But : Ce fichier est de maintenir les données d'utilisation de la production, en terme de temps et coûts, pour tous les employés du ministère, qu'ils soient indéterminés, termes, occasionnels ou embauchés d'un service contractuel d'emploi. Ce fichier fournit aux gestionnaires et aux systèmes de gestion de l'information, des renseignements au sujet des coûts et du temps de production des employés du ministère et des individus embauchés sous contrat à l'aide d'une série de rapports. Un rapport individuel contenant des renseignements sur les activités d'un employé pour l'année courante à ce jour peut être produit sur demande. L'accès ne sera pas permis sans preuve adéquate d'identification et/ou d'autorité.

Usages compatibles : Les gestionnaires de l'Agence utilisent les données et les renseignements provenant de cette banque afin d'analyser les activités des employés et d'établir les frais connexes. Par exemple, la banque peut offrir une aide à la décision aux fins de l'affectation du personnel et de la répartition des tâches au sein d'une organisation donnée. Ces données peuvent également servir lors de la prise de décisions quant à la meilleure façon d'allouer les ressources pour les exercices suivants dans le cas d'une organisation donnée.

Normes de conservation et de destruction : Les enregistrements contenus dans ce fichier doivent être maintenus pour deux ans et ensuite ils sont détruit.

No. ADD : 98/001

Renvoi au dossier # : CCRA DFA 006

Enregistrement (SCT) : 003544

Numéro de fichier : ARC PPE 811

Exclusions des préposés à la gestion et à des fonctions confidentielles

Description : Ce fichier contient des renseignements sur les critères d'exclusion de poste, le numéro et le titre du poste, l'endroit où se trouve l'organisation, l'unité de négociation, la date d'entrée en vigueur du statut d'exclusion du poste, le nom de l'employé, le numéro d'identification personnel de l'employé, le niveau et le groupe de l'emploi.

Catégorie de personnes : Employés de l'ARC qui occupent ou qui ont occupé un poste exclu de gestion ou de confiance.

But : Ce fichier a pour but de maintenir une liste complète de tous les postes exclus de gestion ou de confiance à l'Agence.

Usages compatibles : La collecte des

Agence du revenu du Canada

Chapitre 35

Fichiers de renseignements personnels particuliers

Enquêtes internes

Description : Ce fichier contient des rapports d'enquête et la correspondance échangée entre les fonctionnaires de l'Agence du Revenu du Canada concernant la confirmation ou la réfutation d'allégations contre des employés. **Catégorie de personnes :** Employés actuels ou anciens de l'Agence du revenu et des douanes du Canada et des autres employés ou

membres du public qui ont été interviewés dans le cadre de telles enquêtes. **But :** Ce fichier a pour but d'inscrire au registre tous les renseignements concernant toute infraction, alléguée ou soupçonnée envers un employé qui serait en violation des politiques, codes, lignes directrices ou la législation de l'Agence du Revenu du Canada ou d'autres lois, qui pourrait être nuisible aux intérêts de l'Agence. Le fichier contient aussi des notes d'entrevues avec les employés et les membres du public. Ces renseignements sont utilisés pour déterminer les mesures à prendre, y

Catégorie de personnes : Employés de l'Agence. **But :** Les données conservées dans ce fichier concernent la fréquence des congés, le temps supplémentaire, le travail en équipe et le temps d'attente pour chaque employé, par année financière. Tous les particuliers qui se trouvent dans ce fichier sont tous des employés de l'ADRC, à l'exception de ceux qui sont engagés pour une période déterminée de moins de trois mois. Le fichier est utilisé pour fournir des renseignements aux gestionnaires organiques concernant les employés à l'égard du temps supplémentaire accompli et des congés qui restent. Il sert aussi à accumuler les données pour transmission sur bande par l'intermédiaire des Travaux publics et Services gouvernementaux Canada afin de satisfaire aux exigences du Conseil du Trésor concernant les rapports du SPÉC. Des rapports personnels contenant des renseignements détaillés sur les congés et le temps supplémentaire sont mis à la disposition des employés à date fixe ; le rapport peut aussi être obtenu sur demande. Cependant, il n'est accessible que sur présentation d'une preuve d'identité ou d'une autorisation appropriée. **Normes de conservation et de destruction :** L'année courant plus deux ans. **No. ADD :** À déterminer **Enregistrement (SCT) :** 003543 **Numéro de fichier :** ADRC PPE 804 **Identification interne de l'infrastructure à clé publique (ICP)** **Description :** Selon la Politique sur les certificats internes de l'Autorité de certification (AC) de l'ADRC, l'identité des personnes employées par l'ADRC doit être vérifiée avant

Émission des certificats de l'ICP permettant les transactions en ligne sécuritaires. Les renseignements peuvent être recueillis sur support papier ou électronique et peuvent comprendre des renseignements protégés, tels que le nom, le CDP ou la date de naissance de l'employé. Les renseignements recueillis pour les besoins de l'identification et de l'authentification comprennent le nom de l'employé et l'adresse de courrier SMTP qui sont publiés dans le répertoire X.500. **Catégorie de personnes :** Les employés, les entrepreneurs, les rôles organisationnels et les applications de l'ADRC. **But :** Les certificats de l'IPC serviront à permettre à tous les employés de l'ADRC de faire du télétravail et d'avoir un système de courrier électronique protégé. **Usages compatibles :** Les renseignements recueillis avant la délivrance des certificats de l'ICP serviront à des fins d'identification et d'authentification seulement. **Normes de conservation et de destruction :** Tous les renseignements contenant des renseignements de nature délicate en texte clair sont stockés en vertu de la Politique gouvernementale en matière de sécurité (PGS). La correspondance (entente d'abonnements et autres renseignements d'identification et d'authentification) et les rapports de l'ADRC sont conservés pendant au moins six ans. Tous les renseignements sont classés Protégé B et détruits conformément aux lignes directrices de la GRC. **No. ADD :** À déterminer **Enregistrement (SCT) :** 004487 **Numéro de fichier :** ADRC PPE 818

Note : Ce fichier s'intitulait Innovation et Excellence antérieurement.

Catégorie de personnes : Employés de l'Agence qui ont été mis en nomination pour un prix local, régional ou d'une direction générale ; un prix pour long service, un prix décerné dans le cadre du Programme de suggestions, le Prix d'excellence de l'ADRC, ou un prix externe.

But : Aider à l'administration du Programme de reconnaissance.

Usages compatibles : Certains bureaux locaux se servent de la banque pour des fins de gestion d'information. Certains dossiers de la banque sont gardés de façon nationale.

Normes de conservation et de destruction : Une fois clos, les dossiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits ; tout dossier qui constitue un précédent doit être transmis à la Section de gestion de l'information ; les dossiers financiers doivent être conservés pendant cinq ans, après quoi ils doivent être détruits.

No. ADD : À déterminer

Enregistrement (SCT) : 003212

Numéro de fichier : ADRC PPE 810

Programme d'équité en matière d'emploi

Description : Cette banque renferme des renseignements provenant du questionnaire d'auto identification appelé le Profil de l'effectif qui donne à l'Agence des données et du revenu du Canada (ADRC) un compte exact et précis des employés qui constituent son effectif. Ces renseignements sont recueillis sur une base volontaire, et les répondants sont priés d'indiquer s'ils sont une personne handicapée, un Autochtone, un membre d'un groupe des minorités visibles, et s'ils sont de sexe masculin ou féminin. À des fins d'identification, on inclut dans le questionnaire le code d'identification du dossier personnel de l'employé ainsi que son prénom et son nom de famille. Ces renseignements sont confidentiels et protégés par la Loi sur la protection des renseignements personnels, et ils font l'objet d'un stockage sécurisé au sein de la Section de l'équité en matière d'emploi, ainsi que dans un serveur sécurisé des Systèmes administratifs d'entreprise (SAE). Ces renseignements n'apparaissent pas dans le dossier personnel de l'employé et ne seront pas divulgués sans l'autorisation de ce dernier. Conformément à la Loi sur l'équité en matière d'emploi (EME), seuls les employés qui mettent en oeuvre l'équité en matière d'emploi ainsi que ceux qui sont responsables de la mise à jour et du

soutien des SAE pour l'équité en matière d'emploi ont accès à ces renseignements.

Catégorie de personnes : Employés de l'ADRC.

But : L'ADRC est tenue de recueillir des renseignements et de procéder à une analyse de son effectif afin de déterminer le degré de sous représentation des membres des groupes désignés (c.-à-d. les femmes, les peuples autochtones, les personnes handicapées et les membres des groupes des minorités visibles) par rapport à leur disponibilité sur le marché du travail. Cela permet à l'ADRC d'évaluer les progrès accomplis en ce qui touche l'équité en matière d'emploi. Les renseignements globaux apparaitront également dans le rapport présenté par l'ADRC au Parlement sur l'équité en matière d'emploi. Pour obtenir un tableau complet de l'effectif de l'ADRC et pour déterminer les progrès qui ont été accomplis en ce qui touche l'équité en matière d'emploi, il est nécessaire de relier les renseignements avec les groupes professionnels, les échelles salariales, les personnes embauchées, les promotions et les départs, qui sont recueillis à partir des systèmes d'information existants.

Usages compatibles : Les données sont recueillies principalement à des fins statistiques. Les renseignements servent au Programme d'équité en matière d'emploi de l'ADRC dans son travail visant à réaliser l'égalité en milieu de travail de façon qu'aucune personne ne se voie refuser des possibilités d'emploi ou des avantages pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi par les quatre groupes désignés.

Normes de conservation et de destruction : Ces documents sont retenues pour un minimum de deux ans après que l'employé a quitté l'organisation et envoyé aux archives par la suite.

No. ADD : À déterminer

Renvoi au dossier # : ADRC PSE 918

Enregistrement (SCT) : 005107

Numéro de fichier : ADRC PPE 820

Système de rapports de congé et de temps supplémentaire – Agence des douanes et revenu du Canada

Description : Ce fichier a pour but de conserver des données détaillées sur les congés, le temps supplémentaire et le travail d'équipe de tous les employés permanents de l'Agence, tout comme sur ceux des employés engagés pour une période déterminée de plus de trois mois.

gestion des différends. L'information est classée dans un dossier placé sous clé et dans une enveloppe scellée qui peut contenir les documents suivants : l'entente à la médiation, les notes du médiateur et l'entente de règlement.

Catégorie de personnes : Les employé/es de l'ADRC qui ont participé à une session de

médiation.

But : Le but de ce fichier est d'assurer une

qualité constante et la confidentialité dans le

classement des documents de médiation.

Usages compatibles : Les rapports de

médiation ne seront utilisés par le personnel du

BGD qu'à de fins statistiques et d'assurance de

la qualité. Les dossiers de médiation ne seront

vus par le personnel du BDG que dans les

circonstances suivantes : besoin de contacter

les parties par rapport à des activités se

rapportant aux cas de médiation ou à des

activités de suivi non-relées aux cas

spécifiques, et dans le monitoring des ententes

de règlement.

Normes de conservation et de destruction :

Les dossiers de médiation sont conservés

pendant deux ans après l'achèvement de la

médiation et détruits par la suite.

No. ADD : À déterminer

Renvoi au dossier # : ADRC PSE 926

Enregistrement (SCT) : 005106

Numéro de fichier : CCRA PPE 825

Méthode de résultats de l'Exercice

«in-basket» pour la supervision de l'ADRC

Description : Parmi les données contenues

dans le fichier, se trouvent les résultats de

l'Exercice "in-basket" pour la supervision, la

date de l'examen, les renseignements

personnels du candidat dont : le nom de famille,

le prénom et l'initiale, et le code d'identification

du dossier personnel. On retrouve aussi comme

information donnée volontairement le genre, la

date de naissance, le nombre d'années de

service, le niveau d'études, membre d'un

groupe d'équité en matière d'emploi ainsi que le

groupe occupationnel et le niveau.

Catégorie de personnes : Les documents de

fichier ne portent que sur les candidats qui ont

passé l'Exercice "in-basket" pour la supervision

de l'ADRC dans un processus de dotation. Pour

avoir accès à ces données, il faut fournir une

preuve d'identité ou une autorisation en règle.

But : Ce fichier a été créé pour la section.

Norme de renouvellement du personnel et

services d'évaluation de la Direction des

ressources humaines afin de contrôler la durée

de la période d'attente, l'application des

résultats d'examen d'un processus de sélection à un autre, l'analyse des résultats d'examen et pour recueillir des données à des fins de recherches.

Normes de conservation et de destruction :

L'information est conservée indéfiniment parce

que les résultats d'examen peuvent être valide

indéfiniment. Les résultats d'examen peuvent

être divulgués à des fins d'appels.

No. ADD : À déterminer

Enregistrement (SCT) : 003211

Numéro de fichier : ADRC PPE 807

Profil des employés

Description : Ce fichier contient les

renseignements personnels concernant chaque

employé de l'ADRC, y compris, le nom,

l'adresse, code d'identification, l'expérience et

les capacités, les évaluations du rendement, les

résultats des évaluations des compétences, les

dossiers de formation et apprentissage, et les

informations sur le développement de carrière.

Catégorie des personnes : Les employés de

l'ADRC.

But : Pour maintenir à jour les informations sur

chaque employé pour les fins de : aligner les

compétences des employés avec les profils de

compétences les postes afin de dotation,

planification des ressources humaines, pour

soutenir la planification de carrière du futur et

pour l'évaluation et gestion du rendement des

employés.

Usages compatibles : Les tiers parties

internes et externes ; les employés de la

vérification et l'évaluation interne ; les

représentants des ressources humaines pour

l'analyse et planification des ressources

humaines ; représentants de la division de

renouvellement du personnel et gestion de

carrière, Ottawa.

Normes de conservation et de destruction :

Au moment de la retraite ou du départ de

l'employé et pour un minimum de deux ans

après cette date et envoyé aux archives par la

suite.

Renvoi au dossier # : ADRC PSE 921

Enregistrement (SCT) : 005105

Numéro de fichier : ADRC PPE 830

Programme de reconnaissance

Description : La banque renferme des

renseignements sur le Programme de

reconnaissance de l'ADRC. Les

renseignements suivants peuvent figurer dans

la banque : nom de l'employé ; brève

description de ses réalisations ; groupe, niveau

et lieu de travail de l'employé ; et le type de prix

reçu par l'employé.

Ministère de la Justice.

Normes de conservation et de destruction : Les dossiers sont conservés pendant cinq ans après la fermeture du dossier.

Enregistrement (SCT) : 000004
Numéro de fichier : ADRC PPE 813

Fiche d'utilisation de matériel par les employés

Description : Ce fichier est relié à la formation des employés sur des logiciels de traitement de texte et les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'emploi. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation approuvée.

Catégorie de personnes : Employés du ministère de L'Agence des douanes et du revenu du Canada.

But : Le but de fichier est de fournir l'historique de la formation des employés sur le logiciel de traitement de texte.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant cinq ans.

Enregistrement (SCT) : 002027
Numéro de fichier : ADRC PPE 805

Fiches de prêt personnel

Description : Ce fichier contient des fiches et des accord écrits qui servent à consigner l'attribution de matériel, en particulier de l'équipement aux employés du ministère aux fins d'utilisation en dehors des locaux gouvernementaux.

Catégorie de personnes : Les renseignements se rapportent aux employés du ministère du Revenu national.

But : Assurer le suivi du matériel et savoir précisément où il se trouve lorsqu'il est utilisé en dehors des locaux gouvernementaux.

Normes de conservation et de destruction : Les dossiers sont conservés pendant deux ans après la remise de l'article.

No. ADD : 78/001
Enregistrement (SCT) : 001764
Numéro de fichier : ADRC PPE 806

Système de la gestion des activités et coûts ministériels

Description : Les renseignements contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que de l'information sur les données de production de l'employé (en terme de temps et de coût) par activité, organisation/budget opérationnel projet/cas, ainsi que des rapports sur la non-conformité et le temps/production non-déclaré.

Catégorie de personnes : Les personnes identifiées dans ce fichier sont tous les employés de L'Agence des douanes et du revenu du Canada, ainsi que des individus embauchés d'un service contractuel d'emploi.

But : Ce fichier est de maintenir les données d'utilisation de la production, en terme de temps et coûts, pour tous les employés du ministère, qu'ils soient indéterminés, termes, occasionnels ou embauchés d'un service contractuel d'emploi.

Description : Ce fichier fournit aux gestionnaires et d'emploi. Ce fichier fournit aux gestionnaires et aux systèmes de gestion de l'information, des renseignements au sujet des coûts et du temps de production des employés du ministère et des individus embauchés sous contrat à l'aide d'une série de rapports. Un rapport individuel contenant des renseignements sur les activités d'un employé pour l'année courante à ce jour peut être produit sur demande. L'accès ne sera pas permis sans preuve adéquate.

Normes de conservation et de destruction : Les enregistrements contenus dans ce fichier doivent être maintenus pour deux ans.

No. ADD : À déterminer
Enregistrement (SCT) : 003544
Numéro de fichier : ADRC PPE 811

Exclusions des préposés à la gestion et à des fonctions confidentielles

Description : Ce fichier contient des renseignements sur les critères d'exclusion de poste, le numéro et le titre du poste, l'endroit où se trouve l'organisation, l'unité de négociation, la date d'entrée en vigueur du statut d'exclusion du poste, le nom de l'employé, le numéro d'identification personnel de l'employé, le niveau et le groupe de l'employé.

Catégorie de personnes : Employés de l'ADRC qui occupent ou qui ont occupé un poste exclu de gestion ou de confiance.

But : Ce fichier a pour but de maintenir une liste complète de tous les postes exclus de gestion ou de confiance à l'Agence.

Normes de conservation et de destruction : Les renseignements sont retenus jusqu'à ce que le poste perde son statut d'exclusion.

No. ADD : 86/001
Enregistrement (SCT) : 000003
Numéro de fichier : ADRC PPE 812

Fichiers de médiation

Description : Ce fichier contient des renseignements sur des médiations tenues entre employés de l'ADRC. Tous les médiateurs, internes ou externes, remplissent un Rapport de médiation et le font suivre d'une façon privée et confidentielle au Bureau de

Agence des services frontaliers du Canada

Chapitre 34

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels particuliers

Dossiers relatifs aux étudiants du

Programme de formation des nouveaux inspecteurs des Douanes (P.F.N.I.D.)

Description : Le fichier comprend les renseignements personnels préparés par l'étudiant, une copie de tous les examens complétés par celui-ci de même que ses résultats. Le dossier peut contenir à l'occasion des notes manuscrites sur le rendement et le comportement de l'étudiant lors de son séjour au Collège. Le titre et les dates du cours doivent être mentionnées aux fins de consultation du dossier.

Catégorie de personnes : Employé(e)s de Douanes et Accise qui participent ou ont participé(e)s au Programme de formation des nouveaux inspecteurs des Douanes.

But : Ce fichier a pour but de tenir à jour l'évolution des étudiants sur ce Programme basé sur le principe de réussite ou échec et sert de référence pour évaluer le rendement des étudiants et faciliter la planification des carrières ainsi que les affectations futures.

Normes de conservation et de destruction : Deux ans suivant la fin de la période de formation.

No. ADD : 86/001
Enregistrement (SCT) : 000002
Numéro de fichier : ADRC PPE 801

Agence des douanes et du revenu du Canada - Opérations et questions relatives au personnel

Description : Ce fichier renferme des données qui traitent des enquêtes sur les accusations de fraude, de détournement de fonds, de corruption, d'abus de confiance et d'un usage non acceptable des réseaux électroniques de l'Agence, ou d'inconduite visant des employés de l'Agence des douanes et du revenu du Canada. L'accès de fichier n'est pas permis sans preuve d'identité ou sans autorisation appropriée.

Catégorie de personnes : Employés de

L'Agence des douanes et du revenu du Canada qui font ou qui ont déjà fait l'objet d'une enquête pour fraude, détournement de fonds, corruption, abus de confiance, usage non acceptable d'un réseau électronique de l'Agence ou d'inconduite.

But : Les renseignements sont consignés afin de pouvoir mener des enquêtes sur les accusations de fraude, de corruption ou d'abus de confiance, de corruption ou d'abus de confiance de l'Agence.

Normes de conservation et de destruction : Ces dossiers sont conservés cinq ans après la fermeture du dossier.

Enregistrement (SCT) : 002026
Numéro de fichier : ADRC PPE 803

Enquêtes internes

Description : Ce fichier contient des rapports d'enquête et la correspondance échangée entre les fonctionnaires de l'Agence des douanes et du revenu du Canada concernant la confirmation ou la réfutation d'allégations contre des employés.

Catégorie de personnes : Employés actuels ou anciens de l'Agence du revenu et des douanes du Canada et des membres du public qui ont été interviewés au cours des enquêtes.

But : Ce fichier a pour but d'inscrire au registre tous les renseignements concernant toute infraction, alléguée ou soupçonnée envers un employé qui serait en violation de la législation de l'Agence des douanes et du revenu du Canada ou d'autres lois, qui pourrait être nuisible aux intérêts de l'Agence. Le fichier contient aussi des notes d'entrevues avec les membres du public au cours des enquêtes. Ces renseignements sont utilisés pour déterminer les mesures à prendre, y compris le recouvrement des pertes subies par la Couronne, les mesures disciplinaires contre la personne impliquée ou les poursuites à entreprendre, ainsi que pour appliquer la Loi sur l'administration financière, la politique du Conseil du Trésor sur les Pertes de deniers et infractions et autres actes illégaux commis contre la Couronne, et la politique de l'Agence des douanes et du revenu du Canada sur les conditions d'emploi.

Usages compatibles : Les renseignements que contient ce fichier peuvent être divulgués à la Gendarmerie Royale du Canada, aux organismes d'enquête ou d'exécution de la loi prévus par d'autres lois applicables et au

Agence de promotion économique du Canada

atlantique

Chapitre 33

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et avion

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Politique de reconnaissance

Rémunération et avantages

Sécurité et santé au travail

Chapitre 32

Canada

Agence de la consommation en matière financière du

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Rémunération et avantages

Présences et congés

Langues officielles

Formation et perfectionnement

Évaluation du rendement

Dotation

Dossier personnel d'un employé

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Secrétariat au sujet de leur plainte de harcèlement. Ce fichier a pour But d'émagasiner les renseignements nécessaires pour répondre aux lettres concernant les cas de harcèlement. Les Usages compatibles servent également à fournir de l'information particulière et/ou générale pour des recherches.

Catégorie de personnes : Il vise les personnes qui communiquent avec la présidente du Conseil du Trésor ou des représentants du Secrétaire du Conseil du Trésor au sujet de leur plainte de harcèlement. **But** : Ce fichier sert également à consigner de l'information nécessaire pour répondre à la correspondance portant sur les plaintes de harcèlement. **Usages compatibles** : Ce fichier sert également à fournir de l'information précise et/ou générale pour des recherches.

Normes de conservation et de destruction : Après dix ans, les fichiers sont envoyés aux Archives nationales du Canada.

No. ADD : 93/031

Renvoi au dossier # : AGRHFP HFP 926

Enregistrement (SCT) : 003582

Numéro de fichier : AGRHFP PPE 804

Prix d'excellence

Description : Le fichier comprend des informations sur les employés du Secrétaire du Conseil du Trésor désignés candidats aux primes, aux termes du Régime des primes pour services exemplaires du SCT ainsi que des formulaires de recommandations dûment remplis et d'autres données justificatives.

Catégorie de personnes : Tous les employés du Secrétaire du Conseil du Trésor désignés candidats aux primes aux termes du Régime des primes pour services exemplaires. **But** : Ce fichier a été établi pour qu'y soit conservée la documentation concernant les employés désignés candidats aux termes du Régime des primes pour services exemplaires du SCT.

Usages compatibles : Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés.

Normes de conservation et de destruction : Le fichier général est conservé pendant 10 ans et transféré aux Archives nationales du Canada. Les autres fichiers sur les illustrations, les finances, les nominations, les exposés et les communications sont conservés pendant 10 ans et puis détruits.

No. ADD : 93/031

Renvoi au dossier # : AGRHFP NDP 918

Enregistrement (SCT) : 005066

Numéro de fichier : AGRHFP PPE 802

Réseau d'aménagement pour les personnes handicapées employées au sein de la fonction publique fédérale

Description : L'information recueillie comprend le nom, le sexe, le ministère ou l'organisme employeur, la description du poste, du type d'aide sollicitée, le statut personnel (déficience physique ou assistée), la langue préférée, l'évaluation pour l'aménagement du lieu de travail (provisions spécifiques de l'assistance requise, description du lieu de travail, si d'autres personnes ayant une déficience travaillaient dans le même secteur, adaptation du lieu de travail ainsi que le nom du superviseur à qui demander de l'information). **Catégorie de personnes** : Les personnes handicapées employées de la fonction publique fédérale, les gestionnaires, les chefs d'équipe, les coordinateurs en EC.

But : Information sur l'aide fournie aux personnes handicapées ou sollicitée par les personnes handicapées employées de la fonction publique fédérale. **Usages compatibles** : Renseignements statistiques (chiffres seulement) et création d'un répertoire des mesures relatives aux aménagements spéciaux dans le But d'améliorer la planification des futurs programmes. L'information pourrait être partagée dans le But de régler les questions d'aménagement en milieu de travail (avec la permission du répondeur).

Normes de conservation et de destruction : Deux ans après la dernière entrée administrative. **Renvoi au dossier #** : AGRHFP DÉE 320

Enregistrement (SCT) : 005081

Numéro de fichier : AGRHFP PPE 810

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION de la présente publication une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Équité en matière d'emploi

Évaluation du rendement

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est présentement l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient

ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, les

évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches des épidémiologiques et des

organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système de rapports sur les congés; Système de rapports sur les

sur les postes et la classification; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système d'information sur la formation et le perfectionnement; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion publique; et de la catégorie de la gestion et de la formation.

remunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

**Fichiers de renseignements
personnels particuliers**
Plaintes de harcèlement

aux utilisateurs.

Normes de conservation et de destruction : Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents n'existent pas.

No. ADD : 93/031

Renvoi au dossier # : AGRHFP DMRH 426

Enregistrement (SCT) : 005065

Numéro de fichier : AGRHFP PCE 804

Système sur les congés sans solde

Description : Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, ainsi que les dates d'entrée en vigueur et de retour au travail.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés sans solde pour les utilisateurs

l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la fonction publique du Canada conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les congés sans solde pour les utilisateurs

personnel. On s'en sert en outre pour répondre

à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Usages compatibles : Ce système sert de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification; Système de traitement de la fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que délient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents sont conservés pour une période de 10 ans et ensuite détruits.

No. ADD : 93/031 et 94/011

Renvoi au dossier # : AGRHFP NDP 918

Enregistrement (SCT) : 005059

Numéro de fichier : AGRHFP PCE 765

Système Versements/Retenues

Description : Ce fichier renferme le dossier de rémunération et d'avantages sociaux de chaque

rapports sur les conges; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés: les dossiers n'ont aucune valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques: Tous les documents à l'exception de ceux portant sur les négociations sont conservés pendant 10 ans et puis détruits. Les documents sur les négociations sont conservés pendant 10 ans et transférés aux Archives nationales du Canada.

No. ADD : 94/011
Renvoi au dossier # : AGRHFP NDP 918
Enregistrement (SCT) : 005054
Numéro de fichier : AGRHFP PCE 747

Système de suivi des griefs de classification
Description : Ce fichier peut contenir de l'information sur tous les aspects des griefs, portant sur la classification des postes déposés par les employés conformément à la politique sur les griefs de classification, soit le titre du poste, sa classification et sa cote, son numéro et le numéro du poste du superviseur, le nom de l'employé et son code d'identification de dossier personnel, un sommaire des délibérations et la recommandation du comité. Le système est lié au Système d'information sur les postes et la classification (SIPC).
Catégorie de personnes : Tous les employés fédéraux dont le Conseil du Trésor est considéré comme l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique et qui ont présenté des griefs de classification.

But : Ce fichier sert à conserver des documents relatifs à tous les griefs de classification, à la fois ceux pour lesquels les ministères ont la délégation de pouvoir, de même que ceux pour lesquels ils n'en ont pas.

Usages compatibles : L'information sert à administrer l'application de la politique des griefs de classification et à fournir des données

statistiques et des données générales aux ministères. L'information sert à la recherche de précédents, de même que de moyen de vérification afin de s'assurer que le caractère final et irrévocable des décisions de griefs de classification serait respecté.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de 10 ans, puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés.

No. ADD : 93/031
Renvoi au dossier # : AGRHFP DMRH 415
Enregistrement (SCT) : 001134
Numéro de fichier : AGRHFP PCE 723

Système de surveillance du réaménagement des effectifs (SSRE)
Description : Ce système contient les renseignements relatifs aux indemnités d'excédentaire visant tous les fonctionnaires fédéraux, selon les dispositions énoncées à la section "Catégorie de personnes" sous-mentionné. Cette banque renferme des renseignements provenant de données fournies à trois autres systèmes, soit le Système de rémunération (TPSGC), le Système d'administration des priorités (CFP) et le Système d'information des titulaires (AGRHFP).

Catégorie de personnes : Tous les employés, y compris des hauts fonctionnaires qui sont embauchés par le Conseil du Trésor en vertu de la partie 1 de l'annexe 1 de la LRTFP, qui sont visés par la politique de réaménagement des effectifs (MCP, Volume 4, chapitre 20, section 10) ou la politique de transition dans la carrière des cadres (TCC) qui, conformément à la politique, reçoivent une rémunération en remplacement de la partie non expirée de la période de priorité d'excédentaire.

But : Ce système a servi à surveiller la mise en œuvre des politiques de réaménagement des effectifs des programmes d'encouragement au départ, et la politique de transition dans la carrière des cadres, et à déterminer si les ministères s'y conformaient en permanence.

Usages compatibles : Le SSRE a été mis au point à l'intention des groupes responsables des politiques connexes l'Agence de gestion des ressources humaines de la fonction publique du Canada. Des extraits électroniques périodiques renfermant les totaux cumulatifs d'une année sur l'autre pour les employés qui reçoivent des paiements forfaitaires d'excédentaire, de même que le montant et la période visés par ces paiements, sont remis

renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Usages compatibles : Ce système peut servir de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Fichier d'information sur la mobilité des employés; Système sur les congés sans solde; Système de d'information sur les postes et la classification; Système de traitement de la fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction :

Les dossiers informatisés : les dossiers n'ont pas de valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : Les documents sont conservés pour une période de 10 ans et ensuite détruits.

No. ADD : 93/031 et 94/011

Renvoi au dossier # : AGRHFP NDP 918

Enregistrement (SCT) : 005058

Numéro de fichier : AGRHFP PCE 764

Système de rapports sur les services

Supplémentaires

Description : Ce fichier renferme le dossier de

l'utilisation du surtemps et des services supplémentaires de chaque employé de

l'administration fédérale. Le dossier de

l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, la classification, et les heures de travail de l'employé, ainsi que la fréquence et le type de services supplémentaires.

Catégorie de personnes : Toutes les

personnes dont le Conseil du Trésor est

l'employeur en vertu de la Loi sur les relations

de travail dans la Fonction publique, annexe 1,

partie 1.

But : La cueillette des informations d'intérêt

pour les activités de gestion du personnel se fait

en vertu des autorisations et obligations

précisées à la Loi sur la gestion des finances

publiques (auparavant la Loi sur

l'administration financière), ainsi qu'à la Loi sur

les relations de travail dans la fonction publique.

En outre, l'Agence de gestion des ressources

humaines de la fonction publique du Canada

maintient des systèmes d'information sur les

employés de la fonction publique conformément

aux pouvoirs généraux que lui confèrent les

dites lois. Ce fichier est la source principale de

données sur l'utilisation du surtemps et des

services supplémentaires pour les utilisateurs

l'Agence de gestion des ressources humaines

de la fonction publique du Canada et il sert à la

planification, la mise en œuvre, l'évaluation et la

surveillance des politiques gouvernementales.

Les données servent à étayer les activités de

planification et de gestion des ressources

humaines, qui comprennent la négociation, les

collective, l'analyse de la rémunération, les

programmes d'équité en emploi, ainsi que la

planification, la mise en œuvre, l'évaluation et la

surveillance des politiques relatives au

personnel. On s'en sert en outre pour répondre

à des demandes de renseignements

particuliers, pour mener des recherches, des

études spéciales et des enquêtes portant sur

les questions relatives au personnel, ainsi que

pour les demandes de renseignements en vertu

de la Loi sur l'accès à l'information et de la Loi

sur la protection des renseignements

personnels

Usages compatibles : Ce système sert de

source d'information pour l'Agence de gestion

des ressources humaines de la fonction

publique du Canada, la Banque de données sur

l'équité en emploi, Statistique Canada, ainsi que

pour d'autres ministères et organismes

fédéraux. On peut se servir de ce système

comme source d'information pour les fichiers

suivants : Système d'information des titulaires;

Système Versements/Retenues; Système de

possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les données informatisées : les dossiers n'ont aucune valeur historique et peuvent être détruits lorsque les besoins opérationnels sont comblés. Dossiers textuels et électroniques : les documents sont conservés pendant 10 ans et ensuite détruits.

No. ADD : 94/011
Renvoi au dossier # : AGRHFP DMRH 426
Enregistrement (SCT) : 005051
Numéro de fichier : AGRHFP PCE 743

Système de rapports sur les congés
Description : Ce fichier renferme le dossier des congés de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le code d'identification de dossier personnel, le nom, le traitement, l'âge, la classification et les heures de travail de l'employé, ainsi que la fréquence et la durée des divers congés.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique.

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur l'exclusion pour les utilisateurs l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la surveillance du processus d'exclusion, ainsi qu'à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, la désignation des employés, l'analyse de la rémunération, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Usages compatibles : Ce système peut servir de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, les agents négociateurs de la Fonction publique, la Banque de données sur l'équité en emploi, la Commission des relations de travail dans la Fonction publique, ainsi que pour d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants : Système d'information des titulaires ; Système Versements/Retenues ; Système de rapports sur les congés ; Système de rapports sur les services supplémentaires ; Fichier d'information sur la mobilité des employés ; Système sur les congés sans solde ; Système de traitement de la Fonction publique ; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le Système d'information sur les postes et la classification. Il est également

fonction publique, Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion, le fichier des Systèmes informatisés statistiques (CFFP PCE 761) que détient la Commission de la fonction publique et les systèmes ministériels d'information sur les ressources humaines. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés : Une entente sera conclue pour le transfert des dossiers annuel des données des SIPC aux Archives nationales du Canada. Les données du Système d'information sur les langues officielles (SIL0) et du Système d'information sur la classification des postes (SIPC) ont été transférées aux Archives Nationales du Canada jusqu'en 1995 quand il est été remplacées par le SIPC. Données informatisées : Les dossiers textuels et électroniques pour SIL0 et SIPC n'existent pas. Les dossiers textuels et électroniques pour SIPC sont conservés pendant 10 ans et sont transférés aux Archives nationales du Canada.

No. ADD : 93/031
Renvoi au dossier # : AGRHFP NDP 921
Enregistrement (SCT) : 002318
Numéro de fichier : AGRHFP PCE 784

Système d'information sur la classification des postes du groupe de la direction
Description : Ce fichier contient les renseignements relatifs à la classification de chacun des postes du groupe de la direction dans la Fonction publique.
Catégorie de personnes : Tous les employés de la Fonction publique (Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique).
But : Aux fins de surveillance, d'analyse et d'autres activités liées à l'organisation des ministères et au processus de classification des postes du groupe de la direction.
Usages compatibles : Sert aussi pour la recherche et à des fins statistiques.
Normes de conservation et de destruction : Dossiers informatisés : transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada.

No. ADD : 93/031

Renvoi au dossier # : AGRHFP LRL 400
Enregistrement (SCT) : 005053
Numéro de fichier : AGRHFP PCE 745

Système d'information sur les langues officielles (SIL0 II)
Description : Le SIL0 II est un fichier central contenant des renseignements sur les ressources nécessaires aux institutions pour leur permettre de s'acquitter de leurs obligations en matière de langues officielles. Le fichier peut contenir les noms des employés et des renseignements notamment sur la catégorie d'emploi, la première langue officielle, les exigences de communication relativement au service au public, les services internes et la surveillance. Source des données : les données proviennent des institutions soit au moyen d'un rapport sommaire en complétant 5 formulaires ou encore en soumettant un fichier électronique des données sur une base annuelle.

Catégorie de personnes : Tous les employés des institutions fédérales et des organismes privés assujettis à la Loi sur les langues officielles à l'exception des employés de la Fonction publique (Annexe 1 Partie 1 de la Loi sur les relations de travail dans la Fonction publique) nommés pour une période indéterminée ou une période déterminée de plus de trois mois.
But : En vertu de la Loi sur les langues officielles de 1988, un rapport annuel au Parlement sur la situation des programmes de langues officielles dans ces institutions sera présenté.

Normes de conservation et de destruction : Les dossiers informatisés : les dossiers sont transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : La période de conservation des documents est à déterminer.

No. ADD : 94/004
Renvoi au dossier # : AGRHFP DLO 047
Enregistrement (SCT) : 005061
Numéro de fichier : AGRHFP PCE 775

Système d'information sur l'exclusion (EXCL)
Description : Ce fichier renferme tous les dossiers d'exclusions d'employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que le sexe, le nom et la classification de l'employé, ainsi que les dates de nomination. On y retrouve également les raisons de l'exclusion.

Catégorie de personnes : Tous les employés qui ont été exclus dans le passé ou qui le sont

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la classification des postes pour les utilisateurs de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les langues officielles, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration du système de classification. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Les résultats des activités de surveillance des politiques relatives au personnel peuvent être acheminés aux ministères pour être révisés et corrigés, s'il y a lieu.

Usages compatibles : Ce système peut servir de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la fonction publique, les agents négociateurs de la fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système d'information des postes; Système de versements/Retenues; Système de rapports sur les congés; Fichier de la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés sont transférés aux Archives nationales du Canada à chaque année pour être gardés. Dossiers textuels et électroniques: Les documents sont conservés pendant 10 ans et sont généralement transférés aux Archives nationales du Canada.

No. ADD : 93/031 et 94/011

Renvoi au dossier # : AGRHFP DC 130

Enregistrement (SCT) : 002316

Numéro de fichier : AGRHFP PCE 753

Système d'information sur la les postes et la classification

Description : Ce fichier renferme le dossier de classification du poste de chaque employé de l'administration fédérale et peut contenir de l'information sur les numéros de poste. Le système sert avant tout à appuyer l'élaboration et l'administration du système de classification et du Programme des langues officielles. La fiche de poste comporte le code d'identification du dossier personnel (CIDP). On y retrouve également des données sur la classification du poste, le Système d'information sur les langues officielles (SIL) et le Système de collecte de données sur les postes (SCDP).

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1.

fédéraux. Des données globales sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système Versements/Retenues; Système de rapports sur les congés; Système de la mobilité des employés; Fichier d'information sur la mobilité des employés; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification; Système de traitement de la Fonction publique; Système de rémunération des membres de la gestion supérieure et de la catégorie de la gestion et le fichier des Systèmes informatisés statistiques (CFP PCE 761) que détient la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés sont transférés aux Archives nationales du Canada à chaque année pour être gardés. Dossiers textuels et électroniques: Les documents sont conservés pendant 10 ans et sont généralement transférés aux Archives nationales du Canada.

No. ADD : 93/031 et 94/011

Renvoi au dossier # : AGRHFP DC 130

Enregistrement (SCT) : 002316

Numéro de fichier : AGRHFP PCE 753

Système d'information sur la les postes et la classification

Description : Ce fichier renferme le dossier de classification du poste de chaque employé de l'administration fédérale et peut contenir de l'information sur les numéros de poste. Le système sert avant tout à appuyer l'élaboration et l'administration du système de classification et du Programme des langues officielles. La fiche de poste comporte le code d'identification du dossier personnel (CIDP). On y retrouve également des données sur la classification du poste, le Système d'information sur les langues officielles (SIL) et le Système de collecte de données sur les postes (SCDP).

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1.

postes et la classification (SIPC) et remettent directement des données proposées sur la classification. Les postes occupés sont confirmés par voie d'appariement au moyen du Système d'information des titulaires. Le code d'identification de dossier personnel est attribué à chaque fonctionnaire fédéral.

Catégorie de personnes : Les particuliers occupant des postes à l'intérieur des groupes professionnels à l'étude.

But : La banque de données sert à élaborer et à analyser les changements apportés à des normes de classification précises soumises à un examen et à formuler des recommandations au Conseil du Trésor.

Usages compatibles : La banque de données est utilisée pour mesurer l'incidence des révisions apportées aux normes précises à l'étude. Une fois les recommandations élaborées, les changements proposés sont partagés avec la Direction des relations de travail. La banque de données n'est pas partagée avec un organisme à l'extérieur de la fonction publique fédérale. Sous réserve de l'approbation du Conseil du Trésor, les ministères sont priés de mettre en œuvre la nouvelle norme, à partir de la classification proposée par chaque ministère.

Normes de conservation et de destruction : Données informatiques : les dossiers n'ont pas de valeur historique et peuvent être détruits au moment où les besoins opérationnels ont été comblés. Dossiers textuels et électroniques : ces fichiers textuels et électroniques n'existent pas.

No. ADD : 93/031

Renvoi au dossier # : AGRHFP DMRH 415

Enregistrement (SCT) : 005049

Numéro de fichier : AGRHFP PCE 724

Système d'information des titulaires

Description : Ce fichier renferme les dossiers sur les questions d'intérêt pour la gestion du personnel de tous les employés de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination, la classification, et le numéro de pension de retraite de l'employé, ainsi que le nombre d'années de service continu et le nombre d'années de service ouvrant droit à pension. On y retrouve également des renseignements concernant la négociation collective, les postes exclus, les agents négociateurs et les langues.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique, annexe 1, partie 1. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite loi.

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur les titulaires pour les utilisateurs de l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, les postes exclus, la désignation des employés, l'analyse de la rémunération, les langues officielles, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. Il s'agit également d'un système de soutien de la mise au point et de l'administration de divers régimes d'assurance générale et médicale. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels.

Usages compatibles : Ce système sert de source d'information pour l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la Fonction publique, les agents négociateurs de la Fonction publique, Statistique Canada, les assureurs des régimes d'assurance collective de la Fonction publique, la Commission des relations de travail dans la Fonction publique, ainsi que d'autres ministères et organismes

Ressourcement des sous-ministres adjoints

– Mutation du bassin

Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations des azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer l'action de mutation pertinente.

Catégorie de personnes : Fonctionnaires.

But : Ce fichier permet de conserver et de fournir des renseignements au sujet de

renouvellement pour des postes de Sous-

ministres adjoints administrés par le Réseau du

leadership au nom de la Commission de la

fonction publique.

Usages compatibles : Ce fichier sert à fournir

des renseignements sur la sélection et les

nominations de SMA administrées par le

Réseau du leadership et fait par la Commission

de la fonction publique.

Normes de conservation et de destruction :

À déterminer.

No. ADD : 2003/011

Renvoi au dossier # : AGRHFP LRL 010

Enregistrement (SCT) : 004469

Numéro de fichier : AGRHFP PCE 717

Ressourcement des sous-ministres adjoints

– Sans compétition

Description : Ce fichier peut contenir des

autorisations sécuritaires, les résultats de tests

linguistiques, des lettres de demande d'emploi,

des notes de service, des lettres d'offre, des

lettres d'acceptation, le formulaire d'information

sur les langues officielles, des descriptions de

travail, des énoncés de qualités, des rapports

sur les candidats/candidates, des rapports sur

les antécédents et des évaluations tous

azimuts, les résultats de vérifications des

références et la liste des candidatures retenues.

Les personnes qui souhaitent avoir accès à ces

renseignements sont tenues d'indiquer le

numéro de référence pertinent (c.-à-d. le

numéro du concours sans compétition).

Catégorie de personnes : Fonctionnaires.

But : Ce fichier permet de conserver et de

fournir des renseignements au sujet de

renouvellement pour des postes de Sous-

ministres adjoints administrés par le Réseau du

leadership au nom de la Commission de la

fonction publique.

Usages compatibles : Ce fichier sert à fournir

des renseignements sur la sélection et les

nominations de SMA administrées par le

Réseau du leadership et fait par la Commission

de la fonction publique.

Normes de conservation et de destruction :

À déterminer.

No. ADD : 2003/011

Renvoi au dossier # : AGRHFP LRL 010

Enregistrement (SCT) : 004470

Numéro de fichier : AGRHFP PCE 719

Service de courrage (programme

d'affectations)

Description : Ce fichier contient des

renseignements tels que le nom, l'adresse, le

numéro de téléphone, la classification, le

ministère, la langue, les antécédents

professionnels, le statut d'employé actuel, le

curriculum vitae, une évaluation des

compétences et le résultat des présentations.

Catégorie de personnes : Les employés de la

fonction publique fédérale (y compris les

employeurs distincts et les sociétés de la

couronne) en finance, vérification interne,

évaluation de programmes et en ressources

humaines qui ont présenté une demande

d'affectation interministérielle.

But : Ce fichier maintient un répertoire

d'employés qui sont intéressés par une

affectation dans le But de les référer aux

ministères qui cherchent à combler des

affectations.

Usages compatibles : Le fichier est utilisé pour

identifier les employés en vue de les référer

pour une affectation. Il sert également à des fins

statistiques et à la planification des ressources

humaines.

Normes de conservation et de destruction :

La période de conservation reste à déterminer.

No. ADD : À déterminer

Renvoi au dossier # : AGRHFP DCG 005

Enregistrement (SCT) : 002870

Numéro de fichier : AGRHFP PCE 782

Système d'examen des normes de

classification

Description : Ce système renferme des

données actuelles et proposées portant sur la

classification des postes à l'intérieur de groupes

professionnels précis à l'étude. Ces données ne

visent que les postes vacants à l'intérieur de

groupes précis. En vertu de la Partie 1 de

l'Annexe 1 de la LRTFP, les ministères

fournissant indirectement des données par

l'intermédiaire du Système d'information sur les

catégorie de la direction et les équivalents EX qui ont été nommés au répertoire des SMA.

But : Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et de fournir des renseignements sur les participantes et participants nommés au répertoire des SMA et à fournir ces renseignements aux cadres supérieurs des ministères qui offrent des possibilités d'emploi au niveau SMA à ces candidats.

Normes de conservation et de destruction : Tous les dossiers papier sont conservés pendant dix (10) ans après la fin de leur participation au processus de préqualification (suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP) et sont ensuite détruits. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans.

No. ADD : 2001/025

Renvoi au dossier # : AGRHFP LRL 010

Enregistrement (SCT) : 004021

Numéro de fichier : AGRHFP PCE 713

Ressourcement des sous-ministres adjoints – Concours restreint

Description : Ce fichier peut contenir l'autorisation sécuritaire, les résultats de tests linguistiques, des notes de service à la Commission de la fonction publique (rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenu(e)s, le formulaire d'information sur les langues officielles, des descriptions de travail, des demandes de dotation sans délégation, des profils de poste, des énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des rapports sur le rendement antérieur et des listes des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours).

Catégorie de personnes : Personnes incluses dans un concours de Sous-ministres adjoints administré par le Réseau du leadership au nom de la Commission de la fonction publique.

But : Ce fichier sert à conserver et à fournir les données relatives aux candidats et candidates retenus et à fournir les données relatives aux cadres supérieurs des ministères qui offrent des possibilités d'emploi au niveau SMA à ces candidats.

renseignements reliés aux concours de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

Usages compatibles : Ce fichier est utilisé pour fournir des renseignements au sujet de la sélection et des nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.

Normes de conservation et de destruction : À déterminer.

No. ADD : 2003/011

Renvoi au dossier # : AGRHFP LRL 010

Enregistrement (SCT) : 004381

Numéro de fichier : AGRHFP PCE 716

Ressourcement des sous-ministres adjoints – Concours ouvert

Description : Ce fichier peut contenir l'autorisation sécuritaire, les résultats de tests linguistiques, des notes de service à la Commission de la fonction publique (rapport du comité de sélection), des lettres d'offre, des lettres d'acceptation, des lettres aux candidats/candidates non retenu(e)s, le formulaire d'information sur les langues officielles, des descriptions de travail, des demandes de dotation sans délégation, des profils de poste, des énoncés de qualités, des formulaires de demande d'emploi, les résultats de vérifications des références, des rapports sur le rendement antérieur et des listes des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le numéro de référence pertinent (c.-à-d. le numéro du concours).

Catégorie de personnes : Fonctionnaires et non-fonctionnaires.

But : Ce fichier sert à conserver et à fournir l'information relative aux concours de sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique.

Usages compatibles : Ce fichier est utilisé pour fournir des renseignements au sujet de la sélection et des nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.

Normes de conservation et de destruction : À déterminer.

No. ADD : 2003/011

Renvoi au dossier # : AGRHFP LRL 010

Enregistrement (SCT) : 004390

Numéro de fichier : AGRHFP PCE 718

références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, rapport d'auto-évaluation du candidat, résultats du processus d'intégration ; auto-évaluation du participant, plans d'apprentissage personnalisés, renseignements sur les affectations du candidat et évaluation du rendement s'y rapportant, mentorat et assistance professionnelle, participation au cours et documentation relative à une nomination à un niveau déterminé, notes du bureau du programme.

Catégorie de personnes : Les membres de la catégorie de personnes ; Les membres de la PPAAS a été approuvée.

But : Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et de fournir des renseignements sur les participants au PPACS à partir du moment de l'approbation de leur candidature jusqu'à la fin de leur participation au programme et pour fournir à l'AGRHFPC et PSC des renseignements relatifs aux nominations à un niveau déterminé.

Usages compatibles : La banque sert à consigner des renseignements sur les participants au PPACS et à fournir ces renseignements aux cadres supérieurs des ministères qui offrent des possibilités d'affectations ou d'emplois permanents à ces candidats.

Normes de conservation et de destruction : Tous les dossiers papier sont conservés pendant dix (10) ans après la fin de la participation au PPACS. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans.

No. ADD : 2001/025
Renvoi au dossier # : AGRHFPP LRL 021
Enregistrement (SCT) : 004018
Numéro de fichier : AGRHFPP PCE 703

Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des candidates et candidats
Description : Cette banque de données peut contenir divers renseignements : correspondance, renseignements personnels, demandes de participation au programme, curriculum vitae, vérification des références, questionnaire d'évaluation tous azimuts, entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection et notes du bureau du programme.

Catégorie de personnes : Les membres de la

catégorie de la direction et les équivalents EX qui ont présenté une demande de participation au processus de préqualification des SMA.

But : Cette banque de données a été constituée conformément aux articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique afin de consigner et fournir des renseignements concernant l'approbation ou le rejet des candidatures au processus de préqualification, de consigner et de fournir des renseignements pour fins d'examen et de prise de décisions par les membres des comités de présélection et du Comité de révision de sélection, le Comité des hauts fonctionnaires (CHF) et l'Agence de gestion des ressources humaines de la fonction publique du Canada(AGRHFPC) et la Commission de la fonction publique (CFP).

Usages compatibles : La banque sert à consigner et à fournir des renseignements au CHF et à la CFP en ce qui concerne l'approbation des candidatures au processus. **Normes de conservation et de destruction :** Les dossiers sur papier d'un candidat dont la candidature n'est pas retenue sont conservés pendant cinq (5) ans, après quoi ils sont détruits. Les dossiers sur papier d'un employé qui a été nommé au répertoire des SMA sont transférés à la banque des fichiers des participants. Ces renseignements sont conservés pendant dix (10) ans après la fin de leur participation au processus de préqualification (suite à leur nomination à un poste de SMA ou à leur retrait du répertoire par la CFP) et sont ensuite détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont informatisés et conservés à des fins statistiques pendant vingt (20) ans.

No. ADD : 2001/025
Renvoi au dossier # : AGRHFPP LRL 010
Enregistrement (SCT) : 004020
Numéro de fichier : AGRHFPP PCE 712

Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants
Description : Cette banque de données peut contenir divers renseignements : correspondance, vérification des références, questionnaire d'évaluation tous azimuts, résultats d'entrevue portant sur le rendement antérieur et d'entrevue du jury de révision de la sélection, auto-évaluation du participant, et notes du bureau du programme.

Catégorie de personnes : Les membres de la

Normes de conservation et de destruction :

Les dossiers des personnes dont l'examen se termine avec la phase de sélection sont

conservés pendant trois (3) ans et sont ensuite détruits ; les dossiers sont conservés pendant

cinq (5) ans après la fin d'une affectation et sont ensuite détruits. Des renseignements

sélectionnés sur tous les candidats sont introduits dans l'ordinateur et conservés pour

fin de statistiques pendant vingt (20) ans.

No. ADD : 2001/025

Renvoi au dossier # : AGRHFP LRL 021

Enregistrement (SCT) : 001705

Numéro de fichier : AGRHFP PCE 720

Programme Échanges Canada : répertoire des candidates et candidats et des participantes et candidats

Description : Ce fichier peut contenir les curriculum vitae, les notes concernant les cas où

la candidature de l'intéressé a été étudiée, les relevés des présentations, les rapports

d'évaluation de rendement et d'appréciation, les contrats, les descriptions de tâches, les notes

d'entrevue et autre correspondance reliée au programme. Certains renseignements sont

informatisés.

Catégorie de personnes : Fonctionnaires et non-fonctionnaires qui ont postulé des postes

au Programme Échanges Canada, ou qui ont obtenu, ou qui ont terminé une affectation.

But : Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la

fonction publique afin de fournir un répertoire de personnes qui veulent obtenir un poste dans le

cadre du programme Échange Canada, et afin de maintenir un dossier chronologique

concernant toutes les personnes qui ont participé à ce programme.

Usages compatibles : Ce fichier sert à la gestion générale du programme. Ce fichier est

relié au système de gestion des répertoires. Les dossiers des candidates et candidats sont

conservés pendant deux (2) ans après être déclarés inactifs et sont ensuite détruits. Après

la fin de l'affectation, les dossiers des fonctionnaires participants sont conservés

pendant deux (2) et ceux des non-fonctionnaires participants sont conservés

pendant cinq (5), et sont ensuite détruits.

No. ADD : 2001/025

Renvoi au dossier # : AGRHFP LRL 030

Enregistrement (SCT) : 001952

Numéro de fichier : AGRHFP PCE 755

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et candidats

Description : Cette banque de données peut contenir divers renseignements :

correspondance, renseignements personnels, demandes de participation au programme,

curriculum vitae, références, questionnaire d'évaluation tous azimuts, rapport d'auto-

évaluation du candidat, entrevue portant sur le rendement antérieur et entrevue du jury de

révision de la sélection, résultats du processus d'intégration et notes du bureau du programme.

Catégorie de personnes : Les membres de la catégorie de la direction qui ont présenté une

demande de participation au PPACS.

But : Cette banque de données a été constituée conformément aux articles 10 et

16(1) de la Loi sur l'emploi dans la fonction publique afin de pouvoir consigner et fournir des

renseignements concernant l'approbation ou le rejet des candidatures au PPACS, de consigner

et de fournir des renseignements pour fins d'examen et de prise de décisions par les

membres du Comité d'intégration, le Comité des hauts fonctionnaires (CHF) et la

Commission de la fonction publique (CFP).

Usages compatibles : La banque sert à consigner et à fournir des renseignements au

CHF et à l'AGRHFPC et PSC en ce qui concerne l'approbation des candidatures au

programme.

Normes de conservation et de destruction : Les dossiers sur papier des personnes dont la

candidature n'est pas retenue sont conservés pendant cinq (5) ans et sont détruits. Les

dossiers sur papier des personnes dont la candidature a été approuvée aux fins du

programme sont transférés à la banque des fichiers des participants. Ces renseignements

sont conservés pendant dix (10) ans après la fin de la participation au PPACS et sont ensuite

détruits. Certains renseignements sur tous les candidats qui ont présenté une demande sont

informatisés et conservés à des fins statistiques pendant vingt (20) ans.

No. ADD : 2001/025

Renvoi au dossier # : AGRHFP LRL 021

Enregistrement (SCT) : 004019

Numéro de fichier : AGRHFP PCE 702

Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants

Description : Cette banque de données peut contenir divers renseignements :

renseignements personnels, correspondance,

numéro de référence pertinent (c.-à-d. le numéro du concours).
Catégorie de personnes : Fonctionnaires.
But : Ce fichier permet de conserver et de fournir des renseignements au sujet de renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique.
Usages compatibles : Ce fichier sert à fournir des renseignements sur la sélection et les nominations de SMA administrées par le Réseau du leadership et fait par la Commission de la fonction publique.
Normes de conservation et de destruction : À déterminer.
No. ADD : 2003/011
Renvoi au dossier # : AGRHFP LRL 010
Enregistrement (SCT) : 004388
Numéro de fichier : AGRHFP PCE 742

Programme de formation accélérée pour les économistes : répertoire des candidats et participants
Description : Ce fichier peut contenir des notes, des notes d'entrevue, des notes de centre d'évaluation, des notes ou des présentations, des notes de dossier et des messages transmis par télécopieur pour tous les candidats et candidats au Programme. Ce fichier peut aussi contenir des documents administratifs liés à la sécurité, aux déplacements, à la formation, aux descriptions/ententes d'affectations ministérielles, aux notes de reclassement, aux évaluations de rendement et aux descriptions de travail ainsi que d'autres documents écrits destinés aux participantes et participants du Programme.

Catégorie de personnes : Fonctionnaires et non-fonctionnaires faisant une demande au PFAE ou personnes qui ont participé ou participé au PFAE.
But : Ce fichier existe en vertu des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la fonction publique, afin de fournir un répertoire de personnes qui veulent participer au Programme de formation accélérée pour les économistes, et afin de tenir des dossiers rétrospectifs sur toutes les personnes qui ont participé au programme.

Usages compatibles : Ce fichier est utilisé pour conserver les demandes faites dans le cadre du PFAE, en vue de la gestion générale des affectations et à des fins statistiques. Il est

relie aux systèmes touchant la gestion des répertoires et de l'évolution de l'employée ou l'employé afin de faire le suivi de l'évolution professionnelle des participantes et participants (à des fins de statistiques et d'études).
Normes de conservation et de destruction : Les dossiers des participantes et participants sont conservés pendant deux (2) ans après la présentation des demandes et sont ensuite détruits. Les dossiers imprimés des participantes et participants sont conservés pendant cinq (5) ans après que la participante ou le participant a cessé de faire partie du Programme ; les dossiers lisibles par machine sont conservés pendant vingt-cinq (25) ans et sont ensuite détruits.
No. ADD : 2001/025
Renvoi au dossier # : CFP DGD 031
Enregistrement (SCT) : 003069
Numéro de fichier : CFP PCE 701

Programme des Cours et affectations de perfectionnement (CAP) : répertoire des candidats et candidats et des participantes et participants
Description : Ce fichier peut contenir des renseignements personnels de base, des formulaires pour les Simulations pour les cadres de direction du programme CAP, des curriculum vitae, des plans de carrière, des renseignements sur les évaluations, les résultats des évaluations, l'intégration complète des conclusions incluant les vérifications des références, la participation aux cours ainsi que la correspondance générale se rapportant aux candidates et candidats et aux participantes et participants de CAP. Ce fichier peut également contenir des renseignements d'un ancien programme, soit le programme spécial de perfectionnement.

Catégorie de personnes : Non-fonctionnaires et fonctionnaires qui ont participé aux concours et (ou) y ont participé.
But : Ce fichier existe conformément aux dispositions des articles 10 et 16(1) de la Loi sur l'emploi dans la fonction publique en vue de consigner et de fournir des renseignements sur les candidates et candidats initiales et finales aux programmes CAP. Ce fichier existe aussi pour tenir un registre de toutes les personnes qui ont participé au CAP.

Usages compatibles : Ce fichier sert à consigner et à fournir des renseignements sur les nominations CAP aux phases de sélection initiale et finale ; il sert aussi aux fins de statistiques, de l'administration et de la prestation des services de conseils.

données sur les niveaux de compétences visés par la formation, les heures de formation utilisées et le genre de formation. Le numéro d'assurance sociale (NAS) y apparaissait jusqu'à ce qu'il soit remplacé par un système d'identification reposant sur l'attribut Bution d'un code unique à chaque employé de l'administration fédérale. Source des données: Les ministères et organismes étaient chargés de mettre à jour le MIFL au moyen de la formule FIFL-A8. Il y a interaction entre le Système de formation linguistique (SFL) de la Commission de la Fonction publique et le MIFL pour la formation reliée aux besoins statutaires et aux besoins généraux de l'ensemble de l'administration publique. La formation liée à d'autres besoins était rapportée au MIFL par les ministères et organismes énumérés à l'annexe 1, partie I de la Loi sur les relations de travail dans la Fonction publique et, à partir d'avril 1990, aux employés des organismes énumérés à l'annexe 1, partie II de la Loi sur les relations de travail dans la Fonction publique.

But : Ce fichier a pour objet de fournir des renseignements exacts, à jour et fiables, afin d'appuyer le gouvernement, les organismes centraux, les ministères et organismes dans la mise en oeuvre et le contrôle de la partie du Programme des langues officielles qui concerne la formation linguistique offerte aux fonctionnaires.

Usages compatibles : Les renseignements sont utilisés tant par les ministères visés que par les organismes centraux à des fins de référence, de recherche et de compilation de statistiques pour exercer un contrôle sur la partie du Programme des langues officielles reliée à la formation linguistique offerte aux fonctionnaires. Toutes les liaisons effectuées avec le SFL et le SILO sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés : Ces dossiers n'ont pas de valeur historique. Les fichiers produits au trimestre sont conservés pendant une période de 25 ans. Dossiers textuels et électroniques : Les documents généraux sont conservés pour une période de 10 ans et transférés aux Archives nationales du Canada

après 10 ans, et ensuite détruite. Les informations du MIFL sont disponibles jusqu'au 31 mars 1996, date à laquelle le système a été éliminé.

No. ADD : 94-004

Renvoi au dossier # : AGRHFP DLO 047

Enregistrement (SCT) : 005057

Numéro de fichier : AGRHFP PCE 759

Primes d'encouragement

Description : Ce fichier peut contenir de l'information sur les fonctionnaires qui ont été nommés pour des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral et la nouvelle politique de reconnaissance. Cette information comprend des curriculum vitae, des réalisations méritoires en rapport avec des fonctions ou des suggestions pratiques d'amélioration des opérations de la fonction publique.

Catégorie de personnes : Tous les fonctionnaires ayant été nommés pour des primes en vertu du Régime des primes d'encouragement du gouvernement fédéral et la politique de reconnaissance.

But : Ce fichier a pour objet d'identifier les fonctionnaires qui ont mérité des primes en vertu du Régime de primes d'encouragement du gouvernement fédéral.

Usages compatibles : Les renseignements que renferme ce fichier servent à établir des précédents en matière de primes d'encouragement et fournissent une piste pour la vérification des fonds déboursés.

Normes de conservation et de destruction : Les dossiers informatisés : deux ans. Dossiers textuels et électroniques : La plupart des documents sont conservés pendant 10 ans et puis détruits.

No. ADD : 93/031

Renvoi au dossier # : AGRHFP DPRRH 330

Enregistrement (SCT) : 005056

Numéro de fichier : AGRHFP PCE 752

Processus de promotion de EX-04 à EX-05

Description : Ce fichier peut contenir des autorisations sécuritaires, les résultats de tests linguistiques, des lettres de demande d'emploi, des notes de service, des lettres d'offre, des lettres d'acceptation, le formulaire d'information sur les langues officielles, des descriptions de travail, des énoncés de qualités, des rapports sur les candidats/candidates, des rapports sur les antécédents et des évaluations tous azimuts, les résultats de vérifications des références et la liste des candidatures retenues. Les personnes qui souhaitent avoir accès à ces renseignements sont tenues d'indiquer le

recherches, des études spéciales et des enquêtes portant sur les questions relatives au personnel, ainsi que pour les demandes de renseignements en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Ce système sert de source d'information pour de l'Agence de gestion des ressources humaines de la fonction publique du Canada, la Banque de données sur l'équité en emploi, la Commission de la Fonction publique, Statistique Canada, ainsi que d'autres ministères et organismes fédéraux. Des données globales sur les niveaux supérieurs sont transmises à des comités consultatifs externes qui les examinent et font des recommandations. On peut se servir de ce système comme source d'information pour les fichiers suivants: Système d'information des titulaires; Système Versements/Retenues; Système de rapports sur les services supplémentaires; Système de rapports sur les congés; Système d'information sur la formation et le perfectionnement; Système d'information sur les postes et la classification (SIPC); Système de traitement de la Fonction publique; Système sur les avantages sociaux à l'intention des membres de la gestion supérieure et de la catégorie de la gestion et le Fichier des Systèmes informatisés statistiques (CFP PCE 761) que détiend la Commission de la Fonction publique. Il est également possible d'établir des liaisons avec les fichiers énumérés ci-dessus. Toutes les liaisons concernant l'administration des ressources humaines et des plans de rémunération sont conformes aux dispositions de la Loi sur la protection des renseignements personnels.

Normes de conservation et de destruction : Les dossiers informatisés: les données sont transférées annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques Les documents sont conservés pendant 10 ans et transférés aux Archives nationales du Canada.

No. ADD : 93/031 et 94/011

Renvoi au dossier # : AGRHFP 918

Enregistrement (SCT) : 005060

Numéro de fichier : AGRHFP PCE 769

Module informatisé sur la formation linguistique

Description : Le MIFL est un fichier central qui a été éliminé en 1996, qui contient des renseignements relatifs à la formation linguistique donnée aux fonctionnaires aux frais de l'Etat. Le fichier contient notamment des

gestion collective.

Usages compatibles : Le fichier sert à appuyer la carrière des SMA.

Normes de conservation et de destruction : À déterminer.

No. ADD : 2003/011

Renvoi au dossier # : AGRHFP LRL 015

Enregistrement (SCT) : 004387

Numéro de fichier : AGRHFP PCE 714

Fichier d'information sur la mobilité des employés

Description : Ce fichier renferme le dossier de mobilité de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des déplacements et les dates d'entrée en vigueur.

Catégorie de personnes : Toutes les personnes dont le Conseil du Trésor est l'employeur en vertu de la Loi sur les relations de travail dans la Fonction publique. On inclut également certaines personnes employées par les employeurs distincts précisés à l'annexe 1, partie 2 de la dite Loi.

But : La cueillette des informations d'intérêt pour les activités de gestion du personnel se fait en vertu des autorisations et obligations précisées à la Loi sur la gestion des finances publiques (auparavant la Loi sur l'administration financière), ainsi qu'à la Loi sur les relations de travail dans la Fonction publique. En outre, de l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la Fonction publique conformément aux pouvoirs généraux que lui confèrent les dites lois. Ce fichier est la source principale de données sur la mobilité de la main œuvre pour les utilisateurs de l'Agence de gestion des ressources humaines de la fonction publique du Canada et il sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques gouvernementales. Les données servent à étayer les activités de planification et de gestion des ressources humaines, qui comprennent la négociation collective, l'analyse de la rémunération, les programmes d'équité en emploi, ainsi que la planification, la mise en œuvre, l'évaluation et la surveillance des politiques relatives au personnel. On s'en sert en outre pour répondre à des demandes de renseignements particuliers, pour mener des

en corrélation au moyen du code d'identification de dossier personnel avec les fichiers susmentionnés; on obtiendra ainsi les renseignements concernant l'âge, le sexe, le groupe professionnel, le sous-groupe et le niveau, le traitement, etc., de telle manière qu'on puisse produire des tableaux à l'appui de l'analyse décrite ci-dessus. La Banque acquiert des renseignements auprès d'autres fichiers renfermant des données sur la déclaration volontaire, tels les fichiers ordinaires ministériels sur l'équité en emploi (POE 918). Il permet d'effectuer l'exercice annuel de réconciliation avec ces fichiers ministériels. Les personnes qui veulent avoir accès à leur identification devraient soumettre une demande par écrit, y compris le code d'identification de dossier personnel.

Catégorie de personnes : Tous les employés actuels dont le Conseil du Trésor est l'employeur en vertu de la partie 1 de l'annexe 1 de la Loi sur les relations de travail dans la Fonction publique.

But : La cueillette des informations touchant la déclaration volontaire se fait en vertu des autorisations et obligations précisées dans la Loi sur l'équité en matière d'emploi. En vertu des pouvoirs généraux que lui confèrent la Loi sur l'administration des finances publiques et la Loi sur les relations de travail dans la Fonction publique, de l'Agence de gestion des ressources humaines de la fonction publique du Canada maintient des systèmes d'information sur les employés de la Fonction publique. Cette banque est la source principale de données de la main d'œuvre pour les utilisateurs de l'Agence de gestion des ressources humaines de la fonction publique du Canada et elle sert à la planification, la mise en œuvre, l'évaluation et la surveillance des politiques.

la banque est utilisée pour répondre aux demandes spéciales d'information et pour effectuer des recherches, des études spéciales et des sondages relativement aux demandes de renseignements personnels touchant la vie privée et l'accès à l'information.

Normes de conservation et de destruction :

Données informatiques : les fichiers maîtres pour un exercice financier sont transférés annuellement aux Archives nationales du Canada. Dossiers textuels et électroniques : les documents sont conservés pendant une période de 10 ans et ensuite détruits.

No. ADD : 93/031 et 94/004

Renvoi aux dossiers # : AGRHFP DÉE 130 et AGRHFP DC 320

Enregistrement (SCT) : 003560

Numéro de fichier : AGRHFP PCE 739

Base de données des sous-ministres adjoints

Description : Ce fichier contient des renseignements exhaustifs et à jour concernant les sous-ministres adjoints. Il constitue également une source d'information préliminaire exacte et opportune sur les SMA et facilite le perfectionnement des compétences et la rotation des SMA et peut contenir de l'information de base, antécédents professionnels, qualifications professionnelles et études, intérêts professionnels, expérience de la gestion, résultats linguistiques, résultats des vérifications de sécurité.

Catégorie de personnes : Sous-ministres adjoints et participants à des programmes d'échanges.

But : L'objet est d'appuyer le système de gestion collective des SMA et d'effectuer des études démographiques et d'autres analyses de la population des SMA.

Usages compatibles : Ce fichier est utilisé pour appuyer la gestion collective des SMA.

Normes de conservation et de destruction :

À déterminer.

No. ADD : 2003/011

Renvoi au dossier # : AGRHFP LRL 010

Enregistrement (SCT) : 004391

Numéro de fichier : AGRHFP PCE 715

Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)

Description : Ce fichier peut contenir des données personnelles de base, les compétences et l'expérience acquises, des renseignements de base, les qualifications professionnelles, des demandes d'emploi, des lettres d'offre, des lettres d'acceptation, des accusés de réception, des notes sur les présentations, des notes au dossier, des curriculum vitae, les aspirations professionnelles, l'expérience en gestion, les résultats linguistiques et les autorisations sécuritaires pour les SMA et les candidats/candidates qui ont réussi le PPQ.

Catégorie de personnes : Fonctionnaires et non-fonctionnaires posant leur candidature à des postes du Groupe de la direction au niveau de sous-ministre adjoint et personnes cherchant à participer ou participant au Programme d'échanges Canada ou au Programme des affectations internationales.

But : L'objet est d'appuyer le système de

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Rémunération et avantages

Stationnement

Sécurité et santé au travail

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

Langues officielles

Harcèlement

Griefs

Formation et perfectionnement

Dotation

Fonction publique du Canada

Fichiers de renseignements
personnels Centraux

Banque de données sur l'équité en emploi
(Aparavant «Système de contrôle des ressources humaines»)

Description : Cette banque contient de l'information sur les employés de la Fonction publique fédérale (population de la partie 1, annexe 1, LRTFP) qui ont déclaré être membres d'un ou plusieurs des groupes désignés minoritaires, soit les Autochtones, les personnes handicapées ou les membres de minorités visibles. Ces renseignements facilitent la comparaison entre leur degré de représentation dans la Fonction publique et leur importance numérique sur le marché du travail.

La Banque sert également à analyser et à contrôler la situation et l'avancement des groupes désignés minoritaires, par rapport au reste de la Fonction publique, du point de vue de la répartition sur les plans régional et professionnel, de la mobilité, etc. Ces comparaisons sont effectuées de façon périodique, en vue de déterminer la situation eue égard à l'équité en emploi dans la Fonction publique, et de déceler les secteurs susceptibles d'amélioration. S'il y a consentement des individus en question,

L'information découlant de cette déclaration volontaire peut aussi être utilisée aux fins de la gestion des ressources humaines relativement aux obligations de l'employeur en vertu de la Loi sur l'équité en matière d'emploi. Une information à l'effet qu'un individu fait partie d'un groupe désigné peut être mise en corrélation, à l'aide du code d'identification de dossier personnel, avec les autres fichiers, notamment le fichier des titulaires, les autres fichiers appropriés du Système d'information sur la gestion du personnel (SIGP), le Système d'information sur les postes et la classification (SIPC), tous de l'Agence de gestion des ressources humaines de la fonction publique du Canada, ainsi que des fichiers de statistiques sur les ressources humaines relevant de la Commission de la Fonction publique, tels le Fichier de statistiques trimestrielles, le Système de gestion de l'information sur les nominations et le Système d'administration des priorités. La banque renferme des données extraites du formulaire de déclaration volontaire du gouvernement canadien et des versions des ministères. En particulier, la Banque comporte le code d'identification de dossier personnel et des données indiquant qu'un individu fait partie d'un ou plusieurs groupes désignés minoritaires. La Banque fait l'objet d'une mise

également disponibles pour les appels interurbains effectués à l'aide d'un code d'appel du gouvernement. Les numéros composés peuvent se rapporter à n'importe quel téléphone accessible localement ou par le réseau interurbain du gouvernement, le service d'interurbain commercial et d'autres réseaux ministériels spécialisés. Étant donné que beaucoup de numéros de téléphone ou de postes du gouvernement sont identifiées à certains employés, le mode d'appel et les numéros composés peuvent révéler des renseignements sur un fonctionnaire donné du Ministère.

Catégorie de personnes : Employés de l'Agence.

But : La compilation de cette banque vise à faciliter la question des télécommunications. Les données d'enregistrement des appels sont recueillies dans le but de constituer une base pour le calcul et l'imputation du coût réel des services aux organismes ministériels. Elles constituent également des renseignements permettant aux gestionnaires d'unité organisationnelle de contrôler l'utilisation des services et les coûts qui s'y rapportent.

Usages compatibles : Ces données sont utilisées pour la gestion quotidienne des télécommunications, grâce à la répartition des coûts réels en fonction de l'utilisation des services, et pour que les gestionnaires du Ministère soient au courant de l'utilisation des services que font leurs employés respectifs.

Normes de conservation et de destruction : Ces données sont conservées pendant 2 ans après la dernière utilisation, sauf dans le cas de données sur les opérations financières qui sont conservées pendant six ans.

No. ADD : 98/001

Renvoi au dossier # : ACIA 852

Enregistrement (SCT) : 003319

Numéro de fichier : ACIA PPE 827

Vérifications de la fiabilité

Description : Ce fichier réunit notamment des rapports de vérification du Centre d'information de la police canadienne (CIPC) et, le cas échéant, des fiches d'empreintes digitales, des rapports d'enquêtes et des casiers judiciaires.

Catégorie de personnes : Employés actuels ou éventuels de l'Agence qui n'ont pas de cote de sécurité mais dont il faut vérifier la fiabilité en raison de l'accès facile aux renseignements de nature délicate ou aux biens de grande valeur.

But : Garantir que les employés actuels assujettis à cette vérification ainsi que les employés éventuels de l'Agence satisfont aux normes de fiabilité et de confiance qui s'imposent pour l'exécution de leurs fonctions ou tâches.

Usages compatibles : Déterminer la fiabilité des personnes. Des renseignements peuvent être divulgués à la GRC pour vérifier si les personnes en question ont un casier judiciaire.

Normes de conservation et de destruction : Les documents sont conservés pendant une période de deux ans après la cessation d'emploi.

No. ADD : 98/005

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 002099

Numéro de fichier : ACIA PPE 813

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

Griets

Harcelement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

l'expiration du permis, sauf les renseignements médicaux qui sont retenus au dossier de l'employé.

No. ADD : 98/001

Renvoi au dossier # : ACIA 913

Enregistrement (SCT) : 002283

Numéro de fichier : ACIA PPE 816

Système de gestion sur les ressources humaines

Description : Ce fichier réunit des renseignements sur les postes et employés, langues officielles et rémunération. Il contient aussi les renseignements suivants : nominations, mutations, promotions, rétrogradations, antécédents professionnels, évaluations du rendement, périodes et lieu d'emploi, situation au sein de l'entreprise (numéro de poste, groupe, niveau, titre, traitement, appartenance syndicale et classification linguistique), congés, heures supplémentaires, les notations par facteur, ainsi qu'une description et le profil linguistique de chaque poste. Le fichier contient aussi des données sur le rendement, et adresse de l'employé. Les personnes qui désirent avoir accès à ce fichier doivent fournir le titre du poste ainsi que le lieu et les dates d'emploi. Ce fichier contient aussi des données sur les congés d'emplois ainsi que les transactions de surtemps accumulé. Les personnes désirant avoir accès aux documents informatisés sur leur compte doivent le préciser dans leur demande.

Catégorie de personnes : Tous les employés et les cadres supérieurs de l'Agence canadienne d'inspection.

But : Sert à la gestion et à l'utilisation judicieuses des ressources humaines. Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Documents utilisés pour faciliter les fonctions de gestion des ressources humaines et de perfectionnement des employés comme la gestion de carrière, la dotation interne (recherches sur l'inventaire de la main-d'œuvre, par exemple), le perfectionnement des ressources humaines et la recherche appliquée sur le personnel (prévision des taux d'attrition et de l'offre et de la demande de main-d'œuvre, droits de la personne, équité en matière d'emploi).

Normes de conservation et de destruction : Les données sont conservées pendant 5 ans, puis transférées aux Archives Nationales du Canada.

No. ADD : 98/005

Renvoi au dossier # : ACIA 920, 923, 925, 927

Enregistrement (SCT) : 002284

Numéro de fichier : ACIA PPE 814

Système de placement par priorité

Description : La base de données consiste de : 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le groupe et niveau, le CIDP, le genre de priorité, la région, l'endroit actuel, le titre, la première langue officielle, le nom et numéro de téléphone du conseiller en ressources humaines. 2) Données de parrainage consistent de la date du début et la date de la fin, leur mobilité et leur compétence en langue seconde. 3) Information sur les présentations, y compris la date présentée, le groupe et niveau du poste, présent, numéro du poste, endroit, gestionnaire et résultat.

Catégorie de personnes : Employés qui sont des priorités.

But : De parrainer les employés prioritaires pour d'autres possibilités d'emploi.

Usages compatibles : Il n'y a pas d'usages compatibles.

Normes de conservation et de destruction : L'information est détruite 2 ans après la dernière utilisation administrative.

No. ADD : 98/005

Renvoi au dossier # : ACIA 920

Enregistrement (SCT) : 003320

Numéro de fichier : ACIA PPE 800

Télécommunications

Description : Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux de l'Agence, notamment les détails sur les appels internationaux faits à partir d'un appareil de l'Agence, la liste des employées autorisées à utiliser les codes d'appel pour le réseau interurbain du gouvernement et le coût qui représentent l'équipement et l'utilisation des services. On peut y trouver l'enregistrement des détails des appels effectués à partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre le numéro du poste d'origine, le numéro composé, le lieu appelé, la date et l'heure du début et de la fin de l'appel, la durée de l'appel, la voie d'acheminement et le coût. Ces données sont

Saisie-arrêt
Description : Ce fichier contient de la documentation concernant les fonds relatifs à la saisie-arrêt et à la distraction.
Catégorie de personnes : Employés de l'Agence canadienne d'inspection au sujet desquels des mesures de saisie-arrêt et de distraction de fonds ont été prises.
But : Permettre, conformément à la Loi sur la saisie-arrêt et la distraction de pensions, de procéder à la distraction des fonds.
Usages compatibles : Sert également à approuver les retenues des salaires.
Normes de conservation et de destruction : Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit ; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé à l'Agence canadienne d'inspection pendant deux ans, puis détruit.
No. ADD : 98/005
Renvoi au dossier # : ACIA 925
Enregistrement (SCT) : 002048
Numéro de fichier : ACIA PPE 807

Stationnement
Description : Ce fichier contient les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent, les renseignements médicaux employés pour émettre les permis de stationnement réservé aux handicapés et les infractions. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada.
Catégorie de personnes : Employés de l'Agence.

But : Emmagasiner des renseignements pour l'administration et le contrôle des privilèges accordés en matière de stationnement.
Usages compatibles : Sert aussi à émettre les permis de stationnement et à contrôler l'utilisation du stationnement. Le système de l'Administration de stationnement de l'Agence est relié au système d'information sur les Ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système de l'Administration de stationnement régulièrement.
Normes de conservation et de destruction : Les dossiers sont détruits deux ans après

No. ADD : 98/005
Renvoi au dossier # : ACIA 860
Enregistrement (SCT) : 002946
Numéro de fichier : ACIA PPE 820

Programme d'équité en matière d'emploi
Description : La banque renferme des renseignements sur les employés notamment sur leur classification, direction générale, situation de travail (Statut d'emploi, temporaire etc.). Ces renseignements ont été recueillis grâce à des questionnaires volontaires. On demande aux répondants d'indiquer leur sexe ; s'ils sont autochtones ou non, s'ils ont un handicap ou s'ils font partie d'une minorité visible. Le nom et le code d'identification du dossier personnel (CIDP) peuvent être utiles pour identifier les employés mais ils sont demandés sur une base volontaire.
Catégorie de personnes : Employés de l'Agence.

But : Ce fichier contient toute la documentation nécessaire à la mise en oeuvre de la politique en matière d'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'Annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentes selon leur sexe et leur groupe désigné (femmes, autochtones, les personnes handicapées physiques et mentales et minorités visibles). Le code d'identification du dossier personnel (CIDP) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le CIDP.
Usages compatibles : Les renseignements recueillis seront utilisés dans le cadre des programmes d'équité d'emploi du gouvernement afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes désignés d'être admis et d'être représentés (et distribués) d'une manière équitable dans la Fonction publique fédérale. Les renseignements peuvent également être utilisés pour la formation, le perfectionnement, la planification et l'établissement de la politique connexe à l'équité (en matière) d'emploi.
Normes de conservation et de destruction : Mise à jour effectuée sur une base trimestrielle.
No. ADD : 98/005
Renvoi au dossier # : ACIA 860
Enregistrement (SCT) : 003648
Numéro de fichier : ACIA PPE 818

participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier concernant les évaluations de rendement les renseignements touchant le besoin en perfectionnement pour chaque employé en vue d'améliorer son rendement. Ceci contient également les formulaires de demandes pour les programmes de formation personnel et de perfectionnement. **Catégorie de personnes** : Employés de l'Agence.

But : Fournir de la documentation pour l'administration des programmes de formation et de perfectionnement au sein des ministères et organismes fédéraux. Le Numéro d'assurance sociale (NAS) est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés.

Normes de conservation et de destruction : Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé.

No. ADD : 98/005

Renvoi au dossier # : ACIA 927

Enregistrement (SCT) : 000917

Numéro de fichier : ACIA PPE 810

Groupe de la Direction — Documents du Personnel

Description : Ce fichier contient de l'information personnelle, telle que CDP, nom, direction générale, groupe et niveau, statut, début du statut, fin du statut, région, lieu, sexe, langue, nomination au niveau, nomination au poste, nomination à la région, nom du superviseur, cours d'orientation, évaluation de rendement à partir de la date de nomination au groupe de la direction jusqu'à présent.

Catégorie de personnes : Membres du groupe de la direction à l'Agence.

But : Pour aider dans la dotation des membres du groupe de la direction.

Usages compatibles : Pour mettre à jour et maintenir l'information pertinente à la dotation des membres du groupe de la direction.

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

No. ADD : 98/005

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 002698

Numéro de fichier : ACIA PPE 819

Profil de gestion

Description : Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profil.

Catégorie de personnes : Tous les employés de l'Agence canadienne d'inspection dans des postes de niveau EX moins 2 jusqu'au niveau supérieur du groupe de la direction.

But : Le but de l'identification de cette différence discutée ci-dessus, est de fournir aux gestionnaires, à tous les niveaux des possibilités de grandir, professionnellement et personnellement en mettant l'emphasis sur les habilités spécifiques de formation et de perfectionnement. Ces renseignements sont maintenus seulement pour les processus de dotation du Groupe de la Direction.

Usages compatibles : Même que pour 'But'.

Normes de conservation et de destruction : Conservation minimum de 5 ans, puis ils sont détruits.

linguistiques et sur les congés et les absences. On peut également y trouver, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'un employé désigné et l'identification d'un agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'armes à feu nécessaires pour occuper le poste, la fin de l'emploi, notamment les certificats et les raisons du départ de l'employé. Le dossier individuel d'un employé comprend des résumés de décisions concernant la dotation, les présences et les congés, la rémunération et les avantages, la formation et le perfectionnement, les décisions concernant les indemnités et l'aptitude au travail, les langues officielles, la discipline, et les autorisations sécuritaires. On trouve toutefois les renseignements principaux concernant ces sujets dans les autres fichiers ordinaires décrits ci-après. Il se peut que le dossier individuel de l'employé ne comprenne pas les renseignements personnels utilisés pour prendre des décisions dans les domaines susmentionnés.

Catégorie de personnes : Employés de l'Agence.

But : Fournir de la documentation et de donner des autorisations pour les nominations, les mutations, les promotions, les rétrogradations, la fin de l'emploi et les pensions de retraite. **Usages compatibles :** Identifier les décisions relatives à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, aux autorisations sécuritaires ainsi qu'à la vérification des références professionnelles. Ces renseignements servent également à Travaux publics et Services gouvernementaux Canada, car ils facilitent le paiement des traitements ; aux divers régimes d'assurance-maladie provinciaux ; aux assureurs de groupe ; aux syndicats (retenue des cotisations) ; et à Santé Canada (aux fins des pensions).

Normes de conservation et de destruction : Les dossiers sont gardés par l'organisme ou le ministère pour lequel travaille actuellement l'employé pour toute la durée d'emploi, plus un an. Le dossier suit l'employé, s'il est transféré à un autre ministère. Après cette période, les renseignements sont transférés aux Archives nationales du Canada et sont gardés jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou

Jusqu'à deux ans après le décès de l'employé ; après quoi, le dossier est détruit, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des renseignements en question. Quant aux dossiers relatifs à des mesures disciplinaires, la durée de conservation est mentionnée dans les conventions collectives pertinentes, ou elle est de deux ans suivant la date à laquelle les mesures disciplinaires ont été prises, pour autant qu'aucune autre mesure disciplinaire n'ait été prise depuis. Lorsque les mesures disciplinaires ont été annulées, c'est l'organisme ou le ministère qui voit à ce que le document touchant cette mesure soit immédiatement détruit. Pour tous les renseignements jugés de nature historique ou qui ont une valeur sur le plan des archives, c'est l'archiviste national qui décide quels dossiers seront conservés en permanence par les Archives nationales du Canada.

No. ADD : 98/005

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 000913

Numéro de fichier : ACIA PPE 808

Enquêtes internes

Description : Le fichier contient des rapports d'enquêtes et de la correspondance entre les fonctionnaires de l'Agence concernant la confirmation ou la réputation d'allégation relativement aux employés.

Catégorie de personnes : Employés actuels ou anciens de l'Agence canadienne

d'inspection.

But : Inscrire tous les renseignements concernant l'inconduite alléguée ou

soupçonnée d'un employé en ce qui a trait à

toute violation des lois et règlements de l'Agence canadienne d'inspection ou d'autres

lois qui pourrait être nuisible à l'Agence.

Usages compatibles : Déterminer les mesures à prendre y compris les mesures disciplinaires

et les poursuites judiciaires.

Normes de conservation et de destruction : Les documents sont détruits cinq ans après que

les dossiers sont fermés.

No. ADD : 98/005

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 002094

Numéro de fichier : ACIA PPE 811

Formation et perfectionnement

Description : Ce fichier comprend les données suivantes : les demandes pour suivre les cours et évaluations, le numéro d'assurance sociale, certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la

uniforme. Il faut inscrire le NAS ; toutefois, il peut y avoir des cas d'exception lorsqu'il y a des circonstances spéciales.

Usages compatibles : Sert également à émettre des déclarations de gains impossibles aux fins de l'impôt sur le revenu.

Normes de conservation et de destruction : Les dossiers sont conservés pendant 6 ans, puis ils sont détruits.

No. ADD : 99/004

Renvoi au dossier # : ACIA 914

Enregistrement (SCT) : 002285

Numéro de fichier : ACIA PPE 817

Demande de carte d'achat

Description : Renseignements recueillis aux fins de la délivrance des cartes d'achats ; nom au long, date de naissance, nom de jeune fille de la mère, sexe, situation de l'employé et titre du poste.

Catégorie de personnes : Le coordonnateur et les fournisseurs des cartes d'achat auront besoin de ces renseignements.

But : Le coordonnateur et les fournisseurs des cartes d'achat ont tous deux besoin des renseignements demandés à des fins de sécurité et d'identification, afin d'être en mesure de délivrer les cartes d'achat du gouvernement du Canada.

Usages compatibles : Les renseignements seront conservés par le coordonnateur des cartes d'achat afin d'offrir un service quotidien rigoureux et sécuritaire aux titulaires de cartes.

Normes de conservation et de destruction : Ces dossiers sont conservés pendant 6 ans, puis ils sont détruits.

No. ADD : 99/004

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 004441

Numéro de fichier : ACIA PPE 830

Demande de dossier pour mutation

Description : Le fichier central d'information renferme les demandes de mutation des employés de l'Agence ainsi que d'autres ministères. Ces dossiers peuvent contenir des curriculum vitae. Aussi des examens du rendement et l'évaluation de l'employé peuvent être inclus.

Catégorie de personnes : Employés de l'Agence canadienne d'inspection et les autres ministères.

But : Le fichier central fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale.

Usages compatibles : Afin de sélectionner des candidats pour doter des postes sur une base de mutation à l'intérieur l'Agence canadienne

d'inspection.

Normes de conservation et de destruction : Les documents sont conservés pendant 2 ans, puis ils sont détruits.

No. ADD : 98/005

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 002701

Numéro de fichier : ACIA PPE 822

Dossier personnel d'un employé

Description : Ce fichier contient le dossier sommaire de toutes les périodes d'emploi d'une personne au sein des ministères et organismes fédéraux. Ce dossier est conservé afin de faciliter l'administration du personnel. Les renseignements contenus dans les dossiers d'un employé peuvent être utilisés aux fins suivantes : prendre des décisions ayant trait à la dotation, aux présences et aux congés, à la rémunération et aux avantages, à la formation et au perfectionnement, à l'hygiène et à la sécurité professionnelles, aux langues officielles, à la discipline, au niveau de sécurité, et lorsque les renseignements touchant un domaine peuvent influencer sur une décision prise dans un autre domaine. Dans les cas susmentionnés, le fichier contient des renseignements succincts et connexes à des renseignements plus détaillés trouvés dans d'autres fichiers. Ces renseignements peuvent être utilisés, pourvu que ce soit d'une manière conforme aux usages prévus, afin d'assurer que les mesures prises en matière de personnel au sein des ministères et organismes fédéraux soient coordonnées dans le meilleur intérêt de l'employé et de l'employeur. C'est l'organisme ou le ministère pour lequel l'employé travaille présentement qui exerce le contrôle sur le dossier personnel de ce dernier. Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge et le sexe, le code d'identification du dossier personnel (CIDP) ; l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois antérieurs non gouvernementaux, le curriculum vitae et les références, l'emplacement de l'organisme ou du ministère, les nominations, les mutations, les promotions et les rétrogradations, les périodes d'emploi, notamment les stages, les mises à pied et la durée de l'emploi, la classification, notamment les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, notamment les noms des bénéficiaires, les appréciations de rendement ; et peut contenir des renseignements sur les compétences

cartes d'empreintes digitales ; les antécédents criminels ; le numéro d'assurance sociale ; les séances de briefing et la correspondance connexe à la cote de sécurité attribuée aux personnes travaillant ou demandant à travailler à l'Agence canadienne d'inspection des aliments en vertu d'une nomination, d'une affectation, ou d'un contrat. Les avis de cote de sécurité peuvent être versés au dossier personnel de l'employé. Tous les détails des enquêtes réalisées par le SCRS sont conservés dans un fichier du SCRS.

Catégorie de personnes : Les personnes travaillant ou demandant à travailler au ministère de l'Agriculture et Agroalimentaire en vertu d'une nomination, d'une affectation ou d'un contrat.

But : Ce fichier vise à consigner les renseignements sur la détermination du niveau approprié de sécurité pour les personnes travaillant ou demandant à travailler à l'Agence canadienne d'inspection des aliments en vertu d'une nomination, d'une affectation ou d'un contrat. Il peut également servir à déterminer la cote de sécurité et à fournir des renseignements nécessaires à l'administration des mesures de sécurité du gouvernement. Lorsque l'Agence canadienne d'inspection des aliments prend une décision concernant la cote de sécurité, il ne peut consulter que les renseignements contenus dans ce fichier et ne peut pas consulter les renseignements obtenus à la suite d'enquêtes contenues dans le fichier.

Usages compatibles : Étayer les décisions se rapportant à des mutations, à des promotions, à des mesures disciplinaires et à la cessation d'emploi. Le système d'information sécuritaire de l'Agence est relié au système d'information sur les ressources humaines afin d'obtenir de l'information courant sur les employées et de mettre à jour le système d'information sécuritaire régulièrement.

Normes de conservation et de destruction : Les dossiers sont détruits deux ans après que l'employé a quitté l'emploi.

No. ADD : 98/005

Renvoi au dossier # : ACIA 852

Enregistrement (SCT) : 002943

Numéro de fichier : ACIA PPE 826

Base de données sur l'équité en matière d'emploi

Description : La base de données contiendra l'information fournie par les employés quant à leur appartenance à un groupe désigné (auto-identification : minorités visibles, personnes

handicapés, femmes, autochtones). La base de données permettra de ventiler les sous-groupes (si la chose a été mentionnée par l'employé) : sous-groupe auquel l'employé appartient (auto-identification), par exemple en ce qui a trait aux minorités visibles et aux personnes handicapées. Elle contiendra aussi une note à savoir si l'employé désire ou non que l'information soit divulguée à des fins de gestion des RH (information devant servir pour diverses initiatives, participation à un jury de sélection, etc.).

Catégorie de personnes : Tous les employés de l'Agence canadienne d'inspection des aliments.

But : Saisir et conserver les données sur l'EE relativement aux employés de l'Agence afin de produire des rapports statistiques respectant les obligations imposées par la Loi sur l'équité en matière d'emploi qui pourront être utilisées à des fins de planification en matière de RH, de fixation des objectifs de gestion et d'élaboration de programmes. Les données recueillies vont être analysées pour différents rapports statistiques, par exemple groupe et niveau professionnels, vérifier si l'Agence est représentative de la main-d'œuvre au Canada, etc.

Usages compatibles : Utilisation seulement telle que précisée dans le but de la banque.

Normes de conservation et de destruction : Les données sur l'EE sont gardées sur le logiciel PeopleSoft en perpétuité.

No. ADD : 98/005

Renvoi au dossier # : ACIA 860

Enregistrement (SCT) : 004421

Numéro de fichier : ACIA PPE 803

Comptabilité des dépenses (employés)

Description : Ce fichier réunit les documents suivants : réclamations, autorisations, rapports des dépenses, reçus, demandes de chèque, avances, correspondance et autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations et d'autres paiements.

Catégorie de personnes : Employés du l'Agence réclamant des frais de déplacement et de logement, des frais de réinstallation, des frais d'inscription à des cours, des cotisations à des associations et d'autres paiements.

But : Fichier utilisé pour le paiement des réclamations et des factures aux personnes mentionnées ci-dessus. Le Numéro d'assurance sociale est utilisé à des fins d'identification et afin d'assurer que l'administration de la paye et des avantages soit

Agence canadienne d'évaluation environnementale

Chapitre 28

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Cartes d'identification et laissez-passer
Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation

Évaluation du rendement
Formation et perfectionnement
Griefs
Harçèlement
Langues officielles
Politique de reconnaissance
Présences et congés
Programme d'équité en matière d'emploi
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Fichiers de renseignements personnels particuliers

Affectations ministérielles et interministérielles

Description : Ce fichier renferme des renseignements sur des employés en affectation temporaire et/ou cherchant une affectation temporaire à l'intérieur et extérieur de l'Agence tel leur nom, leur curriculum vitae, le protocole d'entente de l'affectation, l'autorisation écrite des ententes.
Catégorie de personnes : Employés de l'Agence canadienne d'inspection des aliments
But : Pour s'assurer que les points énumérés dans le protocole d'entente de l'affectation soient respectés.
Usages compatibles : Les renseignements

Agence canadienne d'inspection des aliments

Chapitre 29

sont utilisés à titre d'information, pour des fins de statistiques et pour des fins de planification en ressources humaines.
Normes de conservation et de destruction : PeopleSoft maintient les renseignements sur les employés en affectation.
No. ADD : 98/005
Renvoi au dossier # : ACIA 927
Enregistrement (SCT) : 002699
Numéro de fichier : ACIA PPE 821

Autorisations sécuritaires

Description : Ce fichier contient tous les antécédents personnels, les résumés des enquêtes faites par le Service Canadien des renseignements de sécurité (SCRS), auparavant le Service de sécurité de la Gendarmerie royale du Canada (GRC) ; des

Affaires indiennes et du Nord Canada

Chapitre 27

Fichiers de renseignements personnels particuliers

Programme du réaménagement des effectifs

Description : Ce fichier contient des renseignements personnels sur les employés qui jouissent d'une priorité de dotation telle que définie dans la Loi sur l'emploi dans la Fonction publique ainsi que ceux qui ont reçu une priorité administrative de la Commission de la Fonction publique. Les renseignements contenus dans ce fichier sont : les études ; les antécédents professionnels ; la formation et le perfectionnement ; les endroits au Canada où l'emploi est prêt à déménager ; le consentement à accepter un poste de niveau inférieur ; et l'adresse personnelle. Les Codes d'identification de dossier personnel servent à identifier les employés. Ces renseignements sont recueillis par l'intermédiaire de questionnaires, d'entrevues ou de curriculum vitae.

Catégorie de personnes : Employés du Ministère.

But : Ce fichier fournit aux agents du personnel la documentation qui facilitera le placement à travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences.

Normes de conservation et de destruction :

Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation.

No. ADD : 85/001

Renvoi au dossier # : AIN DRH 921

Enregistrement (SCT) : 002541

Numéro de fichier : AIN PPE 801

Dossiers de l'ombudsman du personnel

Description : Ce fichier contient des renseignements par rapport à des situations difficiles qui ont été soulevées par des employés du ministère ainsi que les approches

prises en place pour résoudre lesdites

situations. Il contient également des renseignements sur les activités de suivi.

Catégorie de personnes : Employés du

ministère à tous les niveaux. Il peut fournir le

nom, le sexe ainsi que des renseignements sur

le groupe d'équité en matière d'emploi

(identification volontaire).

But : Ce fichier représente une source centrale

de renseignements à jour sur les questions

soulevées et est maintenu par l'ombudsman du

personnel.

Usages compatibles : Comprends la

divulgation est le couplage des données . Ce

fichier représente pour l'ombudsman du

personnel un outil adéquat pour enregistrer des

renseignements pertinents sur les questions

soulevées ce qui lui permet d'être en meilleure

posture pour conseiller les employés sur la

meilleure alternative à adopter pour résoudre

leurs situations. Il sert également pour la

production du Rapport annuel lequel fournit des

renseignements statistiques (nombre

d'employés, type de problèmes soulevés,

recommandations.

Normes de conservation et de destruction :

2 ans à compter de la dernière mise à jour.

No. ADD : À déterminer.

Renvoi au dossier # : AIN BSM 100.

Enregistrement (SCT) : 004260

Numéro de fichier : AIN PPE 802

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau,

d'embarcation et d'avion

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Évaluation du rendement
Formation et perfectionnement
Griefs
Voyages et réinstallations

Contrôle de sécurité du personnel (vérification de la
fiabilité /autorisation de sécurité)
Dossier personnel d'un employé
Dotation

Dotation	Présences et congés	Stationnement
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Administration portuaire du Fleuve Fraser

Chapitre 24

Fichiers de renseignements personnels ordinaires

Veillez vous référer à l'INTRODUCTION de cette publication pour une définition de banque de données standard et une description de leur contenu.

Aide aux employés	Cartes d'identification et laissez-passer	Contrôle de sécurité du personnel	Dossier personnel de l'employé	Dotation en personnel	Evaluation du rendement	Formation et perfectionnement
Reinsallation	Rémunération et avantages sociaux	Reves de rendement et évaluations	Sécurité et santé au travail	Stationnement		
Programme d'équité en matière d'emploi						
Harcelement	Langues officielles	Mesures disciplinaires	Présences et congés			

Administration portuaire du North-Fraser

Chapitre 25

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat	Dossier personnel d'un employé
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Administration portuaire du Saguenay

Chapitre 26

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Administration portuaire de Vancouver

Chapitre 22

Fichiers de renseignements

personnels particuliers

Saisies-arrets

Description : Cette banque de données

contient la documentation juridique qui

accompagne la saisie-arret des salaires et des

honoraires dus aux personnes frappées d'une

saisie-arret.

Catégorie de personnes : Employés de

l'Administration.

But : La fonction de cette banque est de

coordonner et de contrôler les procédures de

saisie-arret, d'appliquer les dispositions

d'administration de la rémunération et d'assurer

que l'Administration répond aux ordonnances

des tribunaux dans les délais imposés par la loi.

Usages compatibles : Aucun.

Normes de conservation et de destruction :

Les dossiers sont conservés cinq ans après la

fin de la poursuite administrative avant d'être

détruits.

No. ADD : 98/005

Renvoi au dossier # : APV REH 060

Enregistrement (SCT) : 004279

Numéro de fichier : APV PPE 801

Système d'information sur les ressources

humaines

Description : Base de données sur les

employés contenant : nom, adresse du domicile

et numéro de téléphone, contact en cas

d'urgence, date de naissance, sexe, date

d'engagement, date d'ancienneté, date de

retraite, antécédents professionnels, historique

de salaire, formation, études et absences.

Catégorie de personnes : Employés de

l'Administration.

But : La fonction de ce système est de

présenter des rapports aux chefs de service afin

Fichiers de renseignements

personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au

debut de cette publication) une définition des

fichiers ordinaires et une description de leur

contenu.

Accidents d'automobile, de bateau,

Dossier personnel d'un employé

Contrôle de sécurité du personnel (vérification
de la fiabilité/autorisation de sécurité)

mandat

Code régissant les conflits d'intérêts et l'après-

d'embarcation et d'avion

Administration portuaire de Windsor

Chapitre 23

Stationnement

Sécurité et santé au travail

Reuves de rendement et évaluations

Rémunération et avantages sociaux

Programme d'équité en matière d'emploi

Présences et congés

Langues officielles

Harcèlement

Griefs/réclamations

Formation et perfectionnement

Dotation en personnel

Dossier personnel de l'employé

Contrôle de sécurité du personnel (vérification
de la fiabilité /autorisation de sécurité)

Aide aux employés

contenu.

Veillez vous référer à l'INTRODUCTION de
cette publication pour une définition de banque

Fichiers de renseignements

personnels ordinaires

Numéro de fichier : APV PPE 802

Enregistrement (SCT) : 004280

Renvoi au dossier # : APV REH 060

No. ADD : 98/005

fur et à mesure, selon les besoins.

Les données informatisées sont mises à jour au
Normes de conservation et de destruction :

Usages compatibles : Aucun.

personnel.

de leur faciliter les décisions en matière de

Normes de conservation et de destruction : Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

No. ADD : 99/009

Enregistrement (SCT) : 004373

Numéro de fichier : APT PPU 030

Laissez-passer - Zones d'accès réglementées de l'aéroport

Description : Ce fichier contient les demandes reçues d'individus qui doivent avoir accès aux zones réglementées de l'Aéroport du centre ville de Toronto. Il comprend le nom, titre, adresse, numéro de téléphone, date de naissance, taille, poids, couleur des yeux et des cheveux, empreintes digitales, état civil, photographie personnelle, et numéro d'autorisation sécuritaire de Transports Canada.

Catégorie de personnes : Les employés de l'APT et les locataires de l'aéroport.

But : Ce fichier a pour but de documenter les demandes de laissez-passer.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas de manquement à la sécurité.

Normes de conservation et de destruction : Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

No. ADD : 99/009; voir également le guide d'élimination de Transports Canada TP 111.

Enregistrement (SCT) : 004370

Numéro de fichier : APT PPU 015

Permis d'exploitation de véhicules côté piste de l'aéroport

Description : Ce fichier contient les demandes reçues d'individus qui ont besoin d'un permis d'exploitation de véhicules sur les terrains de l'Aéroport du centre ville de Toronto. Il comprend le nom, adresse, numéro de téléphone et renseignements sur les véhicules. Il contient aussi la formule d'évaluation de l'examen pratique du permis.

Catégorie de personnes : Les employés de l'ACCVT et les locataires de l'aéroport.

Administration portuaire de Trois-Rivières

Chapitre 21

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

But : Ce fichier a pour but de documenter les demandes de permis.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas d'utilisation apparente de véhicule non autorisé à l'aéroport.

Normes de conservation et de destruction : Les demandes sont conservées pendant cinq années après l'expiration du permis puis transférées aux Archives nationales.

No. ADD : 99/009; voir également le guide d'élimination de Transports Canada TP 111.

Enregistrement (SCT) : 004371

Numéro de fichier : APT PPU 020

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité /autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcellement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Administration portuaire de Thunder Bay

Chapitre 19

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Dotation
Évaluation du rendement
Formation et perfectionnement
Langues officielles
Présences et congés
Rémunération et avantages

Administration portuaire de Toronto

Chapitre 20

Fichiers de renseignements personnels particuliers

Laissez-passer de stationnement à l'aéroport

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Description : Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-passer de stationnement à l'Aéroport du centre ville de Toronto, sur le continent. Il comprend le nom, adresse, numéro de téléphone et les renseignements sur le véhicule.

Catégorie de personnes : Les employés de l'APT et les locataires de l'aéroport.

But : Ce fichier traite les demandes de laissez-passer de stationnement.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas d'utilisation non autorisée apparente d'un espace de stationnement.

Normes de conservation et de destruction :

Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

No. ADD : 99/009; voir également le guide d'élimination de Transports Canada TP 111.

Enregistrement (SCT) : 004374

Numéro de fichier : APT PPU 035

Laissez-passer de traversier de l'aéroport pour les employés

Description : Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-

Laissez-passer de traversier de l'aéroport pour véhicule

Description : Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-passer de traversier pour véhicule de l'Aéroport du centre ville de Toronto. Il comprend le nom, adresse, numéro de téléphone et les renseignements sur le véhicule.

Catégorie de personnes : Les employés de l'APT et les locataires de l'aéroport.

But : Ce fichier traite les demandes de laissez-passer de traversier pour véhicule.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas de non-paiement apparent du passage de traversier de l'aéroport.

Numéro de fichier : APT PPU 025

Enregistrement (SCT) : 004372

No. ADD : 99/009; voir également le guide d'élimination de Transports Canada TP 111.

Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer puis transférées aux Archives nationales.

Normes de conservation et de destruction : Les demandes sont conservées pendant cinq années après l'expiration du laissez-passer.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas de non-paiement apparent du passage de traversier.

But : Ce fichier traite les demandes de laissez-passer de traversier des employés.

Usages compatibles : Les renseignements contenus dans ce fichier pourraient servir en cas de non-paiement apparent du passage de traversier.

Catégorie de personnes : Les employés de l'APT, les locataires de l'aéroport, les grands voyageurs.

But : Ce fichier traite les demandes de laissez-passer de traversier pour véhicule de l'Aéroport du centre ville de Toronto. Il comprend le nom, l'adresse, le numéro de téléphone et la photographie personnelle.

Administration portuaire de Saint John

Chapitre 16

Fichiers de renseignements
personnels ordinaires

Vous pouvez consulter l'INTRODUCTION de cette publication au sujet de la définition des fichiers ordinaires et de la description de leur contenu.

Aide aux employés
Cartes d'identification et laissez-passer
Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Administration portuaire de Sept-Îles

Chapitre 17

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé
Évaluation au rendement
Rémunération et avantages

Administration portuaire de St. John's

Chapitre 18

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés
Contrôle de sécurité du personnel (vérification de la fiabilité/autorisation de sécurité)

Dossier personnel d'un employé
Dotation
Évaluations du rendement
Formation et perfectionnement
Griefs
Langues officielles
Présences et congés
Rémunération et avantages
Sécurité et santé au travail

Administration portuaire de Port Alberni

Chapitre 13

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Rémunération et avantages

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Administration portuaire de Prince Rupert

Chapitre 14

Fichiers de renseignements personnels ordinaires

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Code régissant les conflits d'intérêts et l'après-mandat

Voyages et réinstallation

Sécurité et santé au travail

Rémunération et avantages en personnel

Présences et congés

Mesures disciplinaires

Langues officielles

Harcèlement

Griefs

Évaluation du rendement

Dotation

Dossier personnel d'un employé

Administration portuaire de Québec

Chapitre 15

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Carte d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Dossier personnel d'un employé

Griefs

Sécurité et santé au travail

Langues officielles

Rémunération et avantages

Évaluation du rendement

Dotation

Formation et perfectionnement

Accidents d'automobile, de bateau, d'embarcation et d'avion

Fichiers de renseignements
personnels ordinaires

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Fichiers de renseignements
personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Griefs

Harcelement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Catégorie de personnes : Employés de l'Administration du pont Blue Water.
But : Ce fichier est utilisé pour faire rapport des montants remis à l'assureur au cours de l'année selon les déductions à la source. Les fichiers sont utilisés pour administrer, maintenir et payer les prestations aux employés et aux retraités en vertu du régime, y compris les prestations de conjoint et de survivant, la division des prestations tel qu'exigé par la rupture d'un mariage, les prestations de pension rachetée, les facteurs d'équivalence (FE) aux fins des T4, les facteurs d'équivalence rectifiés (FER) aux fins des T10, les facteurs d'équivalence pour services passés (FESP) et le calcul des contributions insuffisantes des employés. Ces renseignements sont utilisés pour le rapprochement et la validation des comptes. **Usages compatibles :** Ces renseignements sont utilisés pour préparer des rapports qui aideront à l'administration du régime.

Normes de conservation et de destruction : Les fichiers sont conservés pour une période de

Administration portuaire de Belledune

Chapitre 8

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Administration portuaire de Halifax

Chapitre 9

Fichiers de renseignements personnels ordinaires

Veillez consulter l'INTRODUCTION de la présente publication pour connaître la définition des fichiers ordinaires et la description de leur contenu.

Aide aux employés
Conflits d'intérêts et après-mandat
Dossiers des employés

Rémunération et avantages sociaux
Programme d'équité de l'emploi
Présences et congés
Langues officielles
Hygiène et sécurité au travail
Griefs
Examen de rendement et évaluations du personnel
Dotations

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer
Dossier personnel d'un employé
Dotations
Griefs
Rémunération et avantages
Sécurité et santé au travail

No. ADD : 98/005
Enregistrement (SCT) : 005472
Numéro de fichier : APBW PPE 800

sept ans après le décès de l'employé et ils seront détruits à la fin de cette période.

rapporte aux pilotes de navire à l'embauche de l'Administration.
But : Ces données servent à assurer la coordination des démarches du personnel au sein de l'Administration dans l'intérêt à la fois de l'individu et de l'employeur. Ces renseignements sont obtenus au besoin en vertu de la Loi sur le pilotage.
Usages compatibles : Ce fichier vise à documenter et à autoriser les nominations, les mutations, les promotions, les rétrogradations, les licenciements et la pension de retraite. Ces renseignements sont également fournis à divers régimes provinciaux d'assurance-maladie ; aux assureurs collectifs, aux syndicats aux fins de précompte des cotisations et au ministère des Travaux publics et Services gouvernementaux Canada aux fins de pensions.

Fichiers de renseignements personnels ordinaires

No. ADD : À déterminer
Enregistrement (SCT) : 004142
Numéro de fichier : APP PPE 801
Les dossier du personnel actif sont conservés en permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans.
Présences et congés
Rémunération et avantages

Administration du pipe-line du Nord Canada

Chapitre 6

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.
Dossier personnel d'un employé
Présences et congés
Rémunération et avantages

Administration du pont Blue Water

Chapitre 7

Fichiers de renseignements personnels particuliers

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004

Régime de pension

Description : Ce fichier contient les données personnelles relatives au régime de retraite, y compris le nom, la date de naissance, le sexe, l'état matrimonial, l'adresse et le numéro de téléphone à la maison, le statut de l'employé, le numéro d'identification de l'employé, le numéro

d'assurance sociale, le sommaire du relevé d'emploi, le salaire de base, les gains annuels ouvrant droit à une pension, la date d'admissibilité au régime de pension, les services et les allocations ouvrant droit à une pension, la date et la raison de la cessation d'emploi, le montant des contributions déduites, la longueur de la semaine de travail, les renseignements concernant les déductions des paiements, y compris les saisis-arrets si cela s'applique, les renseignements bancaires pour la division des pensions, les adresses postales des retraités et des survivants, et les renseignements concernant les crédits et les déductions d'impôt. Le numéro d'assurance sociale est recueilli pour l'émission des formulaires d'impôt appropriés, tel qu'autorisé par la Loi de l'impôt sur le revenu.

Administration de pilotage du Pacifique Canada

Chapitre 5

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004

Fichiers de renseignements personnels particuliers

Dossier du personnel

Description : Ce fichier fournit un relevé d'emploi d'une personne avec l'Administration. Ces renseignements servent à la prise de décisions relatives aux secteurs suivants : dotation en personnel, assiduité et congés, rémunérations et avantages, formation et perfectionnement, hygiène et sécurité du travail, langues officielles, discipline et niveaux de sécurité. Ce fichier contient aussi des données sur les caractéristiques personnelles, y compris l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse du domicile ; la citoyenneté ; le niveau de scolarité, y compris les relevés de notes, les certificats et les diplômes ; les antécédents de travail dans le secteur parapublic ; les curriculum vitae et les références ; le lieu géographique de l'organisation ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, y compris les stages probatoires, les licenciements et la permanence ; la classification, y compris les niveaux, les titres et les salaires ; la pension de retraite et l'assurance, y compris les noms des bénéficiaires. Le fichier comprend également, s'il y a lieu, des renseignements sur le service militaire, y compris les périodes et les zones de service ; l'exclusion des négociations collectives, y compris la désignation et l'identification de l'agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les prix ; et les licenciements, y compris les certificats et les motifs du licenciement.

Catégorie de personnes : Ce fichier se rapporte aux employés de l'Administration. **But :** Ces données servent à assurer la coordination des démarches du personnel au sein de l'Administration dans l'intérêt à la fois de l'individu et de l'employeur. **Usages compatibles :** Ce fichier vise à documenter et à autoriser les nominations, les

mutations, les promotions, les rétrogradations, les licenciements et la pension de retraite. Ces renseignements sont également fournis à divers régimes provinciaux d'assurance-maladie ; aux assurés collectifs, aux syndicats aux fins de précompte des cotisations et au ministère des Travaux publics et Services Gouvernementaux Canada aux fins de pensions.

Normes de conservation et de destruction : Les dossiers du personnel actif sont conservés en permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans.

No. ADD : À déterminer

Enregistrement (SCT) : 004141

Numéro de fichier : APP PPE 802

Registre des employés pilotes

Description : Ce fichier se rapporte aux pilotes de navire à l'embauche de l'Administration. Ces renseignements servent à la prise de décisions relatives aux secteurs suivants : dotation en personnel, assiduité et congés, rémunérations et avantages, formation et perfectionnement, hygiène et sécurité du travail, langues officielles, discipline et niveaux de sécurité. Ce fichier contient aussi des données sur les licences, les caractéristiques personnelles, y compris l'âge et le sexe ; le numéro d'assurance sociale ; l'adresse du domicile ; la citoyenneté ; le niveau de scolarité, y compris les relevés de notes, les certificats et les diplômes ; les antécédents de travail dans le secteur parapublic ; les curriculum vitae et les références ; le lieu géographique de l'organisation ; les nominations, les mutations, les promotions et les rétrogradations ; les périodes d'emploi, y compris les stages probatoires, les licenciements et la permanence ; la classification, y compris les niveaux, les titres et les salaires ; la pension de retraite et l'assurance, y compris les noms des bénéficiaires. Le fichier comprend également, s'il y a lieu, des renseignements sur le service militaire, y compris les périodes et les zones de service ; l'exclusion des négociations collectives, y compris la désignation et l'identification de l'agent de négociation ; les réalisations professionnelles, y compris les publications, les brevets et les prix ; et les licenciements, y compris les certificats et les motifs du licenciement.

Catégorie de personnes : Ce fichier se

Administration de pilotage des Laurentides Canada

Chapitre 4

Fichiers de renseignements personnels particuliers

Enregistrement (SCT) : 002998
Numéro de fichier : PGL PPE 805

Membres du conseil d'administration de l'APGL

Description : L'information que renferme cette banque comprend les curriculum vitae des membres, les décrets au moyen desquels les membres ont été nommés au Conseil, la correspondance et les demandes de remboursement des frais de déplacement. **But :** L'information sert à remplir les demandes de remboursement des frais de déplacement et à la rémunération des membres.

Fichiers de renseignements personnels ordinaires

Normes de conservation et de destruction : Les dossiers sont conservés pendant sept ans. **No. ADD :** à être déterminée.

Enregistrement (SCT) : 002999
Numéro de fichier : PGL PPE 810

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Fichiers de renseignements personnels ordinaires

Enregistrement (SCT) : 003684
Numéro de fichier : APL PPE 801

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Régistre des pilotes à l'emploi de l'Administration

Description : Ce fichier renferme des informations sur les caractéristiques physiques, les brevets, les certificats et les incidents maritimes.

Catégorie de personnes : Pilotes et apprentis-pilotes de l'Administration de pilotage des Laurentides.

But : Tenir un registre des certificats ainsi que des titres et des qualités requis aux termes de la Loi sur le pilotage.

Usages compatibles : permet de vérifier que les pilotes et apprentis pilotes répondent aux exigences de la Loi sur le pilotage en ce qui concerne leur aptitudes à exercer leurs fonctions.

Normes de conservation et de destruction : Les renseignements sont conservés dans nos locaux deux (2) ans à compter de la date à laquelle le pilote ou apprenti-pilote cesse ses fonctions pour être ensuite acheminés aux Archives nationales.

No. ADD : 98/005

Renvoi au dossier # : APL POE 901

Administration canadienne de la sûreté du transport aérien

Chapitre 1

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Cartes d'identification et laissez-passer

Contrôle de sécurité du personnel (vérification de la fiabilité / autorisation de sécurité)

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcellement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Administration de l'Atlantique Canada

Chapitre 2

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Rémunération et avantages

Sécurité et santé au travail

Administration des Grands Lacs Canada

Chapitre 3

Les renseignements mis à jour annuellement de cette institution n'ont pas été reçus à temps pour apparaître dans la version 2004-2005 de la publication d'Info Source. Les renseignements suivants proviennent donc de la version 2003-2004.

Fichiers de renseignements personnels particuliers

Dossiers des employés

Description : Ces dossiers contiennent des renseignements généraux sur les personnes qui

sont au service de l'Administration, et peuvent aussi renfermer des informations sur ce qui suit : Assiduité et congés; discipline; griefs; cartes d'identité et laissez-passer pour l'immeuble; langues officielles; évaluations du rendement; dotation en personnel; formation et perfectionnement; déplacements; déménagements.

Normes de conservation et de destruction : Les dossiers sont conservés pendant sept ans. Toute personne voulant consulter ces dossiers devra fournir son nom et son adresse.

No. ADD : à être déterminée.

Nom de fichier		Nom d'institution		No de fichier	
Système d'information sur l'exclusion (EXCL)	Agence de gestion des ressources humaines de la fonction publique du Canada	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 743		
Système Versements/Retenues		Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHPF PCE 741		
Banque de données sur les pensions de la fonction publique	Travaux publics et Services gouvernementaux Canada	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 790		
Cartes de demande d'assurance	Travaux publics et Services gouvernementaux Canada	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 754		
Registre des logements de la Couronne	Travaux publics et Services gouvernementaux Canada	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 733		
Systèmes de traitement de la paye de la fonction publique	Travaux publics et Services gouvernementaux Canada	Travaux publics et Services gouvernementaux Canada	TPSGC PCE 788		

Nom de fichier	Nom d'institution	No de fichier
Griefs	Secrétariat du Conseil du Trésor du Canada	SCT PCE 750
Griefs du Conseil national mixte	Secrétariat du Conseil du Trésor du Canada	SCT PCE 770
Pension de la Fonction publique – cas	Secrétariat du Conseil du Trésor du Canada	SCT PCE 789
Plaintes des agents négociateurs	Secrétariat du Conseil du Trésor du Canada	SCT PCE 728
Présentations au Conseil du Trésor	Secrétariat du Conseil du Trésor du Canada	SCT PCE 802
Prix d'excellence de la communauté de l'accès à l'information et de la protection des renseignements personnels (AIPRP)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 704
Prolongation du délai pour présenter un grief	Secrétariat du Conseil du Trésor du Canada	SCT PCE 740
Régimes de pensions spéciaux	Secrétariat du Conseil du Trésor du Canada	SCT PCE 799
Système de rapports sur les congés	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 764
Système de rapports sur les services supplémentaires	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 747
Système de suivi des griefs de classification	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 723
Système de surveillance du réaménagement des effectifs (SSRE)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 804
Système d'examen des normes de classification	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 724
Système d'information des titulaires	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP PCE 753

Nom de fichier	Nom d'institution	No de fichier
Plaintes relatives à des pratiques de travail déloyales	Commission des relations de travail dans la fonction publique	RTF PCE 729
Dossiers sur l'indemnisation des employés de l'État	Développement des ressources humaines Canada	RHDCC PCE 749
Projet-pilote de gestion des incapacités fonctionnelles	Développement social Canada	DSC PCE 781
Comité de révision linguistique	École de la fonction publique du Canada	EFPC PCE 758
Orientation linguistique	École de la fonction publique du Canada	EFPC PCE 760
Services en formation linguistique	École de la fonction publique du Canada	EFPC PCE 761
Dossiers en matière de conflits d'intérêts	Industrie Canada	IC PCE 730
Rétroaction des clients et de la collectivité fonctionnelle	Industrie Canada	IC PCE 725
Gestion du personnel : nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international	Ministère des Affaires étrangères et du Commerce international	AEC PCE 778
Comité médical consultatif - Santé des fonctionnaires fédéraux	Santé Canada	Scan PCE 787
Dossiers des dispensaires	Santé Canada	Scan PCE 751
Dossiers médicaux de santé au travail	Santé Canada	Scan PCE 772
Accréditation	Secrétariat du Conseil du Trésor du Canada	SCT PCE 722
Arbitrage – Renvois en vertu de l'article 92 (LRFP)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 705
Arbitrage – Renvois en vertu des articles 98 et 99 (LRFP)	Secrétariat du Conseil du Trésor du Canada	SCT PCE 706
Exemption à la politique concernant les voyages – cas particuliers	Secrétariat du Conseil du Trésor du Canada	SCT PCE 803
Exemption à la politique de réinstallation – cas particuliers	Secrétariat du Conseil du Trésor du Canada	SCT PCE 792

Nom de fichier		Nom d'institution		No de fichier	
Résultats aux examens de sélection	Commission de la fonction publique du Canada	CFF PCE 773		Résultats aux tests d'évaluation de langue seconde (ELS)	Commission de la fonction publique du Canada
Résultats de l'évaluation menée par le service de counselling aux cadres supérieurs (antérieurement Résultats de l'évaluation menée par le Service d'évaluation et d'orientation professionnelle)	Commission de la fonction publique du Canada	CFF PCE 744		Sélection du personnel (autre que les cadres)	Commission de la fonction publique du Canada
Services d'évaluation des compétences en leadership (antérieurement Centre d'évaluation en vue de l'identification du potentiel de direction)	Commission de la fonction publique du Canada	CFF PCE 762		Système d'information des ressources de gestion (SIRG) (dernière mise à jour en date de 1993)	Commission de la fonction publique du Canada
Décisions des agents de sécurité	Commission des relations de travail dans la fonction publique	RTF PCE 734		Demande de prolongation de délai	Commission des relations de travail dans la fonction publique
Demandes de révision	Commission des relations de travail dans la fonction publique	RTF PCE 793		Détermination des postes désignés	Commission des relations de travail dans la fonction publique
Griefs renvoyés à l'arbitrage	Commission des relations de travail dans la fonction publique	RTF PCE 726		Médiation des plaintes/griefs	Commission des relations de travail dans la fonction publique
Opposition à l'exclusion de postes de direction ou de confiance	Commission des relations de travail dans la fonction publique	RTF PCE 771		Plaintes - Code canadien du travail - partie II	Commission des relations de travail dans la fonction publique
					RTF PCE 727

Nom de fichier	Nom d'institution	No de fichier
Décret d'exemption sur les langues officielles	Commission de la fonction publique du Canada	CFP PCE 774
Dotation des cadres de direction	Commission de la fonction publique du Canada	CFP PCE 746
Enquêtes	Commission de la fonction publique du Canada	CFP PCE 757
Évaluation de langue seconde à partir des bureaux régionaux	Commission de la fonction publique du Canada	CFP PCE 795
Examineurs de l'évaluation de langue seconde (ELS)	Commission de la fonction publique du Canada	CFP PCE 796
Fonctionnaires renvoyés ou rétrogradés (la CFP n'assume plus cette fonction depuis 1993)	Commission de la fonction publique du Canada	CFP PCE 786
Information et inscription aux cours	École de la fonction publique du Canada	CFP PCE 732
Médiation, enquête et encadrement dans la prévention et le Règlement du harcèlement en milieu de travail	Commission de la fonction publique du Canada	CFP PCE 768
Personnes nommées en vertu d'un décret d'exemption	Commission de la fonction publique du Canada	CFP PCE 780
Priorités prévues par la Loi sur l'emploi dans la fonction publique et le Règlement sur l'emploi dans la fonction publique	Commission de la fonction publique du Canada	CFP PCE 801
Programme de recrutement postsecondaire (PRP) : répertoire des candidates et candidats	Commission de la fonction publique du Canada	CFP PCE 785
Programme d'initiales des mesures spéciales (PIMS) : répertoire des participantes et participants (a cessé en 1998)	Commission de la fonction publique du Canada	CFP PCE 798
Programme international : répertoire	Commission de la fonction publique du Canada	CFP PCE 756
Recours en matière de mutation	Commission de la fonction publique du Canada	CFP PCE 736
Répertoires des candidats et candidates et présentations	Commission de la fonction publique du Canada	PSC PCE 709

Nom de fichier		Nom d'institution		No de fichier		
Système d'information sur la classification des postes du groupe de la direction	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP	PCE 745	AGRHFPP	PCE 745	
Système d'information sur les langues officielles (SILO II)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP	PCE 775	AGRHFPP	PCE 775	
Système sur les congés sans solde	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFPP	PCE 765	AGRHFPP	PCE 765	
Dossiers médicaux à l'hôpital Sainte-Anne	Anciens Combattants Canada	ACC	PCE 738	BAC	PCE 777	
Système automatisé d'index PERSFILE	Bibliothèque et archives Canada	BAC	PCE 777	BAC	PCE 748	
Anciens employés civils - dossiers d'employés	Bibliothèque et archives Canada	BAC	PCE 748	CCG	PCD 735	
Système d'identification des contacts ministériels	École publique Public Service	CCG	PCD 735	Commission de la fonction publique	du Canada	
Accréditation des agents de dotation	Commission de la fonction publique	du Canada	CFF	PCE 800	CFF	PCE 708
Auditions d'appels	Commission de la fonction publique	du Canada	CFF	PCE 776	CFF	PCE 707
Autres Enquêtes	Commission de la fonction publique	du Canada	CFF	PCE 711	CFF	PCE 763
Centre d'évaluation en vue de la nomination des cadres de direction (CÉNCD)	Commission de la fonction publique	du Canada	CFF	PCE 721	Commission de la fonction publique	du Canada
Congés en vue de briguer les suffrages	Commission de la fonction publique	du Canada	CFF	PCE 721	Commission de la fonction publique	du Canada
Consultation et perfectionnement professionnel, Gestion de la diversité : niveau des cadres supérieurs (anciennement Direction de l'équité en matière d'emploi des Programmes des cadres de la direction)	Commission de la fonction publique	du Canada	CFF	PCE 721	Commission de la fonction publique	du Canada

Nom de fichier	Nom d'institution	No de fichier
Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des candidates et candidats	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 702
Programme de perfectionnement accéléré des cadres supérieurs (PPACS) : répertoire des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 703
Programme de perfectionnement en recherche sur les politiques	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 783
Programme de stagiaires en gestion : répertoire des candidates et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 767
Programme des Cours et affectations de perfectionnement (CAP) : répertoire des candidates et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 720
Programme Échanges Canada : répertoire des candidates et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 755
Ressourcement des sous-ministres adjoints – Concours ouvert	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 718
Ressourcement des sous-ministres adjoints – Concours restreint	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 716
Ressourcement des sous-ministres adjoints – Mutation du bassin	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 717
Ressourcement des sous-ministres adjoints – Sans compétition	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 719
Service de courtage (programme d'affectations)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 782
Système d'information sur la classification des postes	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 784

Index des fichiers centrales

Nom de fichier	Nom d'institution	No de fichier
Annulation de l'accréditation	Commission des relations de travail dans la fonction publique	RTF PCE 704
Autorisation d'initier des poursuites	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 723
Banque de données sur l'équité en emploi (Auparavant «Système de contrôle des ressources humaines»)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 739
Base de données des sous-ministres adjoints	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 715
Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 714
Fichier d'information sur la mobilité des employés	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 769
Module informatisé sur la formation linguistique	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 759
Primes d'encouragement	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 752
Processus de préqualification des Sous-ministres adjoints (SMA) : répertoire des candidates et candidats	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 712
Processus de préqualification des sous-ministres adjoints (SMA) : répertoire des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 713
Processus de promotion de EX-04 à EX-05	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 742
Programme de formation accélérée pour les économistes : répertoire des candidates et candidats et des participantes et participants	Agence de gestion des ressources humaines de la fonction publique du Canada	AGRHFP PCE 701

Index de fichiers de renseignements personnels (FRP) ordinaire

No. Fichier	Titre de fichiers de renseignements personnels ordinaires
POE 901	Dossier personnel d'un employé
POE 902	Dotation
POE 903	Présences et congés
POE 904	Rémunération et avantages
POE 905	Formation et perfectionnement
POE 906	Langues officielles
POE 907	Sécurité et santé au travail
POE 908	Accidents d'automobile, de bateau, d'embarcation et d'avion
POE 909	Voir POE 924
POE 910	Griefs
POE 911	Mesures disciplinaires
POE 912	Évaluation du rendement
POE 913	Voir POU 908, 909
POE 914	Stationnement
POE 915	Code de valeurs et d'éthique de la fonction publique
POE 916	Aide aux employés
POE 917	Cartes d'identification et laissez-passer
POE 918	Programme d'équité en matière d'emploi
POE 919	Harcèlement
POE 920	Politique de reconnaissance
POE 921	Voir POE 924
POE 922	Voir POU 905
POE 923	Voir POU 906
POE 930	Garderie en milieu de travail

employés, y compris des dossiers médicaux; les demandes d'indemnisation et la correspondance connexe; et des dossiers touchant les sommes déboursées. La Direction des services médicaux de Santé Canada conserve, sous le sceau de la confidentialité médicale, les dossiers d'examen de santé, et tous les renseignements médicaux personnels. Pour les renseignements au sujet des accidents de véhicule voir le fichier ordinaire no 908.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but de fournir de la documentation nécessaire à l'administration

des programmes de sécurité et de santé au travail au sein des ministères et organismes gouvernementaux, notamment la prévention des accidents, la protection de la santé et les autorisations de congés et d'indemnités touchant les lésions et les maladies professionnelles. Il vise à consigner tous les détails se rapportant à la sécurité et à la santé au travail ainsi que les causes d'accidents et de lésions, afin de prévenir les accidents, d'assurer la protection de la santé, et de permettre l'administration efficace de chaque programme de sécurité et d'hygiène au sein des organismes et ministères.

Usages compatibles : Étayer les décisions connexes aux compensations destinées aux travailleurs et aux congés d'accident du travail; servir de moyen permettant de prévenir les lésions, les maladies et les incapacités subséquentes qui découlent des conditions de travail ou qui sont aggravées par celles-ci; assurer que des individus sujets à certains risques professionnels déterminés soient en mesure de continuer à travailler sans préjudice pour leur santé, leur sécurité ou celle des autres; et établir des conditions qui permettront à certains individus qui souffrent de maladies ou d'incapacités de continuer à travailler dans des conditions contrôlées.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 922

Numéro de fichier : POE 907

Stationnement

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les demandes de permis et la correspondance concernant le stationnement de véhicules à moteur dans les lieux qui sont loués par l'État ou qui lui appartiennent. Le fichier touchant la rémunération et les avantages renferme les dossiers se rapportant aux déductions pour le paiement des frais de stationnement, tandis que les dossiers portant sur les infractions de stationnement sont conservés par la Gendarmerie royale du Canada (GRC) ou la ville d'Ottawa.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but de recueillir des renseignements concernant l'administration des privilèges accordés en matière de stationnement.

Usages compatibles : Émettre les permis de stationnement.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

No. ADD : 98/001

Renvoi au dossier # : NDP 903

Numéro de fichier : POE 914

comprendre des renseignements sur les employés (par exemple, le Système d'information pour la gestion du personnel) et ce, à des fins statistiques et lorsque la conservation de tels renseignements est conforme aux usages pour lesquels les renseignements personnels ont été recueillis. Il est possible d'obtenir des données d'auto-identification dans les fichiers ministériels Dotation (POE 902) et Formation et perfectionnement (POE 905).

Usages compatibles : Le ministère peut recueillir des données à des fins statistiques, pour obtenir des renseignements sur les employés, ou encore à ces deux fins. Les renseignements personnels ne sont versés dans le Fichier de données sur les groupes visés par l'équité en matière d'emploi (SCT PCE 706) qu'à des fins statistiques. Les renseignements recueillis sont utilisés dans le cadre des programmes d'équité en matière d'emploi du gouvernement, afin de déterminer s'il y a discrimination systémique dans l'embauche, de l'éliminer s'il y a lieu et d'introduire des mesures temporaires spéciales qui permettront aux groupes cibles d'être admis et d'être représentés d'une manière équitable au sein de la Fonction publique fédérale. Les renseignements peuvent également être utilisés à l'élaboration et à la mise en oeuvre de la politique connexe à l'équité en matière d'emploi.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIIRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 921

Numéro de fichier : POE 918

Rémunération et avantages

Description : Les dossiers contenant l'information décrite dans ce fichier peuvent comprendre des certificats de paye, des dossiers sur les indemnités et les retenues, lesquels renferment des renseignements sur la paye et les avantages sociaux de chaque employé, ainsi que le numéro d'assurance sociale (NAS) et la correspondance sur l'administration de la paye et des avantages sociaux. Les fichiers peuvent également comprendre des ordonnances de saisie-arrêt et de distraction de fonds, ainsi que des

renseignements sur les retenues à la source pour les dons à des œuvres de charité.. (Nota : Les dossiers touchant les gains et la pension de retraite sont joints au dossier personnel de l'employé.)

Catégorie de personnes : Employés et anciens employés de l'institution.

But : La documentation décrite dans ce fichier sert à l'administration de la paye et des avantages sociaux dans les institutions gouvernementales et à approuver le paiement des traitements et des indemnités ainsi que les retenues. L'employé est tenu de fournir son NAS pour ce fichier, lequel est ensuite communiqué à Travaux publics et Services gouvernementaux Canada (TPSGC), qui s'en sert pour créer un Code d'identification de dossier personnel (CIDP). Le NAS est aussi communiqué à l'Agence du revenu du Canada (ARC) aux fins de l'impôt sur le revenu et pour les feuillets T4.

Usages compatibles : Permettre la vérification et le rapprochement des comptes relatifs à la paye (p. ex., la rémunération et autres sommes auxquelles a droit l'employé) et justifier le recouvrement des trop-payés et des dettes envers la Couronne et, le cas échéant, permettre, conformément au Règlement sur la saisie-arrêt pour l'exécution d'ordonnances et d'ententes alimentaires, de procéder à la saisie-arrêt et à la distraction de fonds.

Normes de conservation et de destruction : Pour connaître la durée exacte de la période de conservation de ces types de documents, prière de communiquer avec le coordinateur de l'AIIRP de l'institution concernée.

No. ADD : 98/005

Renvoi au dossier # : NDP 924 et NDP 925

Numéro de fichier : POE 904

Sécurité et santé au travail

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre des rapports d'enquête sur des accidents et sur des lésions ou des maladies professionnelles et la correspondance connexe, ainsi que des copies du Rapport d'enquête sur les accidents que doit remplir le superviseur; ces documents sont conservés par les organismes ou ministères au centre de responsabilité approprié. Conformément à la politique du Conseil du Trésor, le ministère ou organisme conserve également des dossiers sur les premiers soins administratifs. Développement social Canada (DSC) conserve des dossiers, concernant les

Catégorie de personnes : Fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime de la politique de reconnaissance. **But** : Le fichier a pour but de déterminer les personnes qui ont été nommées pour des primes dans le cadre du Régime de la politique de reconnaissance pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

No. ADD : 98/005
Renvoi au dossier # : NDP 918
Numéro de fichier : POE 920

Présences et congés
Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux produits pour des congés de maladie. Sur tous ces documents, on doit inscrire le Code d'identification de dossier personnel (CIDP), et on doit également joindre la correspondance connexe aux présences et congés. Le dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains renseignements relatifs aux congés et aux présences sont présentés sous forme de modules automatisés enregistrés dans des bases de données sur le personnel de l'organisme ou du ministère (systèmes présence/temps, congés et absences).

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but d'étayer l'administration des congés et des présences des employés au sein des ministères et organismes fédéraux.

Usages compatibles : Consigner les congés autorisés et les jours de présence; étayer les décisions relatives à la rémunération et aux avantages, notamment en ce qui a trait aux congés et à la fin d'emploi; et déterminer quelle est l'utilisation des congés et le taux d'absentéisme.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

No. ADD : 98/005
Renvoi au dossier # : NDP 918
Numéro de fichier : POE 903

Programme d'équité en matière d'emploi
Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent des renseignements personnels sur les employés, notamment sur leurs études; leurs antécédents professionnels et leurs projets de carrière; leur formation et leur perfectionnement. Tous ces renseignements ont été recueillis au moyen de questionnaires ou d'entrevues, ou compilés à partir de leurs dossiers ou des systèmes de données automatisés. Les répondants, qui sont libres de fournir ces renseignements, indiquent leur sexe et s'ils sont autochtones, handicapés ou font partie d'une minorité visible. Le Code d'identification de dossier personnel (CIDP) peut servir à identifier les employés lorsque les ministères et organismes fédéraux ne peuvent pas utiliser un questionnaire anonyme ou lorsqu'il est nécessaire d'avoir ces indicateurs afin de pouvoir trouver le dossier de l'employé.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but de recueillir toute la documentation nécessaire à la mise en œuvre de la politique relative à l'équité en matière d'emploi pour tous les ministères et organismes fédéraux assujettis à l'annexe 1 de la Partie 1 de la Loi sur les relations de travail dans la Fonction publique. C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés, présentes selon leur sexe et leur groupe cible (femmes, autochtones et personnes handicapées et personnes faisant partie de minorités visibles). Ces renseignements sont utilisés afin de réaliser un profil personnel des employés et de comparer la situation des membres des groupes cibles avec celles des autres groupes au sein des ministères et organismes fédéraux et avec leurs homologues sur le marché du travail. Le Code d'identification de dossier personnel (CIDP) peut servir à établir un lien entre les renseignements contenus dans ce fichier et ceux conservés dans un autre fichier

témoignages; des avis juridiques; des données d'enquête sur d'éventuelles fautes de conduite et des rapports d'analyse connexes. Il convient de noter que les avis de mesures disciplinaires peuvent être versés au dossier personnel des employés.

Catégorie de personnes : Employés et anciens employés du ministère ou de l'organisme.

But : Ces dossiers ont pour but de conserver les renseignements utilisés aux fins de mesures disciplinaires dans les institutions gouvernementales et pour déterminer le besoin de prendre une mesure disciplinaire et la nature de celle-ci.

Usages compatibles : Appuyer les décisions concernant la paye et les avantages sociaux; les congés et les présences; les mutations, rétrogradations et cessations d'emploi.

Normes de conservation et de destruction : (1) Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question. (2) Documents concernant un employé en particulier, y compris les documents liés à des mesures disciplinaires – le délai à respecter en matière de disposition est précisé dans les conventions collectives pertinentes ou un minimum de deux ans suivant la date à laquelle la mesure disciplinaire a été prise, à condition qu'aucune autre mesure disciplinaire n'a été versée au dossier entre-temps. (3) Lorsqu'une mesure disciplinaire est annulée, c'est à l'institution qu'il incombe de s'assurer que les documents se rapportant à la mesure sont immédiatement détruits.

No. ADD : 98/005

Renvoi au dossier # : NDP 926

Numéro de fichier : POE 911

Politique de reconnaissance
Description : Les dossiers contenant les renseignements décrits dans ce fichier se rapportent aux fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime de la politique de reconnaissance du gouvernement fédéral. Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à l'appui de contributions méritoires concernant leurs fonctions, ou des suggestions pratiques en vue de l'amélioration des opérations de la Fonction publique, ainsi que des rapports de recommandations, dûment remplis.

personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son Code d'identification de dossier personnel (CIDP); les résultats des examens de connaissance linguistique; les certificats de formation et la correspondance concernant les qualifications de l'employé en matière de langues officielles. Le fichier peut également comprendre un double de la formule destinée au Système d'information sur les langues officielles (SILO). Les examens linguistiques, les dossiers concernant la formation et les exemptions sont joints au dossier personnel de l'employé. On trouve également des données semblables dans les fichiers particuliers de la Commission de la Fonction publique et du Secréariat du Conseil du Trésor.

Catégorie de personnes : Employés de l'institution.

But : Les renseignements décrits dans ce fichier ont pour but de fournir de la documentation nécessaire à l'administration des politiques en matière de langues officielles relatives aux employés de la Fonction publique fédérale. Il vise à justifier et à étayer les décisions touchant les qualifications en matière de langues officielles et les épreuves linguistiques, ainsi qu'à justifier le besoin en formation linguistique et à confirmer les réalisations des employés.

Usages compatibles : Étayer et justifier les décisions concernant chaque employé, en matière de questions de dotation,

d'admissibilité à la prime au bilinguisme, de mutations et de promotions. Il permet également de déterminer le statut linguistique de l'employé et de vérifier l'administration des programmes relatifs aux langues officielles.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 923

Numéro de fichier : POE 906

Mesures disciplinaires
Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre des avis de mesures disciplinaires et des pièces de correspondance concernant les fautes de conduite des employés; des

Renvoi au dossier # : NDP 921
Numéro de fichier : POE 930

Griefs

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent comprendre les griefs présentés par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les opinions juridiques; les rapports d'enquête et d'analyse; les Descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des griefs.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but de consigner les renseignements utilisés à tous les paliers de règlement des griefs, même au niveau de la Commission des relations de travail dans la fonction publique.

Usages compatibles : Les renseignements décrits dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, aider à résoudre les griefs à tous les paliers de la procédure, y compris les renvois à la Commission des relations de travail dans la fonction publique.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'ALPRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 926

Numéro de fichier : POE 910

Harèlement

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent renfermer de l'information concernant les plaintes de harcèlement et le règlement des problèmes de harcèlement, notamment la médiation et les enquêtes. Les données recueillies comprennent de la correspondance concernant les allégations de harcèlement; les entrevues réalisées avec les plaignants et les mis en cause; les rapports des enquêtes et les analyses des événements et des résultats, ainsi que les dossiers touchant les décisions prises au sujet d'incidents donnés ou de plaintes de harcèlement. Lorsqu'on a recours à la médiation, les profils et les évaluations des

médiateurs, les ententes de médiation et de

règlement, de mêmes que les notes et les

opinions des médiateurs peuvent être versés

au dossier. Ces renseignements doivent

constituer un dossier distinct et ne doivent pas

être placés dans le dossier personnel d'un

plaignant. Lorsqu'une mesure disciplinaire est

prise à la suite d'une enquête, les

renseignements peuvent être transférés dans

un dossier de discipline pertinent et consister

en de l'information décrite dans le fichier de

renseignements personnels ordinaire consacré

à la discipline.

Catégorie de personnes : Employés de

l'institution et autres personnes à l'emploi de la

fonction publique.

But : Ces dossiers ont pour but de recueillir les

renseignements nécessaires pour traiter les

plaintes de harcèlement; pour établir, dans des

circonstances données, s'il y a vraiment une

situation de harcèlement et, dans l'affirmative,

déterminer les mesures appropriées,

notamment des mesures disciplinaires, pour

mettre fin à cette situation.

Usages compatibles : Appuyer les décisions

portant sur les mutations et les mesures

disciplinaires à l'endroit des employés et

assurer l'équité du processus de l'enquête,

renseignements concernant les résultats et les

recommandations de l'enquête pouvant être

divulgués au plaignant et au mis en cause. À la

suite d'une plainte fondée, on peut divulguer au

plaignant toute mesure corrective ou

disciplinaire. On peut utiliser des

renseignements d'ordre général touchant des

personnes qui ne peuvent être identifiées pour

analyser les tendances et donner de

l'information aux personnes oeuvrant dans le

domaine de la prévention et du règlement du

harcèlement.

Normes de conservation et de destruction :

Pour connaître la période de temps particulière

pendant laquelle différents types de documents

administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le

coordinateur de l'ALPRP de l'institution en

question.

No. ADD : 98/005

Renvoi au dossier # : NDP 921 et NDP 926

Numéro de fichier : POE 919

Langues officielles

Description : Ce fichier contient des

renseignements sur les inscriptions aux cours

et les présences; des demandes de formation

linguistique comprenant des données

d'identification de dossier personnel, le statut de membre d'un groupe visé par l'équité en matière d'emploi, les résultats des examens et certificats, les dossiers concernant le paiement des frais, la correspondance connexe à la participation des employés à des cours de formation et de perfectionnement parrainés par le gouvernement ou par des organismes privés. Il convient de signaler que les dossiers relatifs à la participation et aux résultats obtenus sont joints aux dossiers personnels des employés et que l'on trouve dans le fichier des évaluations du rendement les renseignements concernant les besoins en matière de perfectionnement de chaque employé en vue d'améliorer son rendement.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but de fournir de la documentation pour l'administration des programmes de formation et de perfectionnement, y compris des programmes liés à l'équité en matière d'emploi, au sein des ministères et organismes fédéraux.

Usages compatibles : Approuver et inscrire la participation des employés à des cours de formation et de perfectionnement et confirmer les réalisations des employés. Relier les données d'auto-identification volontaire aux renseignements consignés dans d'autres fichiers, afin de faciliter la mise en œuvre et l'évaluation des politiques du gouvernement concernant les programmes d'équité en matière d'emploi.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 927

Numéro de fichier : POE 905

Garderie en milieu de travail

Description : Les dossiers contenant les renseignements décrits dans ce fichier peuvent renfermer des renseignements recueillis à partir d'enquêtes menées par les ministères auprès de leurs employés pour évaluer la demande de garderies en milieu de travail, à partir des dossiers des garderies en milieu de travail. Ces renseignements ont été compilés dans le but de déterminer l'aide financière permanente sur laquelle pourront compter les garderies pour ce

qui est de la location des locaux, et d'évaluer la politique sur les garderies. Ils peuvent comprendre des données personnelles sur l'employé ou l'utilisateur, ou encore sur ses enfants, et peuvent porter sur la demande prévue, la probabilité qu'un employé inscrive un enfant dans une garderie parrainée par le ministère et les raisons qui pourraient l'inciter à l'y inscrire. Les renseignements seront communiqués volontairement et ne pourront être utilisés qu'avec le consentement des employés.

Catégorie de personnes : Tous les employés des ministères et organismes fédéraux énumérés à la partie I de l'annexe I de la Loi sur les relations de travail dans la fonction publique.

But : Ces dossiers doivent servir à déterminer si l'intérêt et la demande sont suffisants pour que le ministère envisage réellement (étude de viabilité) la possibilité d'établir une garderie en milieu de travail. Ils permettront de déterminer le niveau d'aide que le gouvernement fédéral est prêt à accorder à la garderie en ce qui concerne la location des locaux. Ils serviront également à évaluer la politique sur les garderies.

Usages compatibles : Les renseignements contenus dans ces dossiers seront utilisés pour effectuer les recherches et compiler les statistiques nécessaires à l'établissement d'une garderie. Ils permettront également d'évaluer et de surveiller la politique sur les garderies dans la fonction publique fédérale, ainsi que le niveau d'aide que le gouvernement fédéral est prêt à accorder dans le cadre de cette politique pour la location des locaux destinés aux garderies. L'information pourra être communiquée au Conseil du Trésor, au ministère, au comité constitué avec l'approbation du ministère, à un ministère gardien et au conseil d'administration de la garderie. C'est à partir de ces renseignements et de ceux tirés des fichiers mentionnés ci-dessous que le ministère pourra déterminer le nombre d'employés qui utilisent une garderie et leur profil.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 921
Numéro de fichier : POE 901

Dotation

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent les demandes de dotation; les descriptions de poste; les échelles de salaire; les profils de sélection; les affiches de concours; les demandes de mutation; les listes de mises à pied; les imprimés d'ordonnateur relatifs au répertoire des ressources humaines; les demandes d'emploi des candidats; les listes de candidats; les évaluations des jurys de sélection, y compris les notes d'évaluation provenant du comité de dotation en personnel; les documents relatifs aux examens et à leurs résultats; les listes d'admissibilité; les offres d'emploi; les avis destinés aux candidats; les avis relatifs au droit d'appel et les documents à cet égard; la correspondance relative à la dotation faite par divers moyens, notamment par voie de concours et à l'aide du répertoire des ressources humaines. On trouve dans les dossiers du fichier une grande variété de renseignements personnels qui peuvent comprendre l'âge, le sexe, le niveau de scolarité, le Numéro d'assurance sociale (NAS) et les données d'auto-identification volontaire liées à l'équité en matière d'emploi. On peut également trouver des avis relatifs à des décisions de dotation dans le dossier personnel d'un employé.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers contiennent les renseignements utilisés pour la dotation de postes au sein des ministères et organismes fédéraux. Ils sont également une source de renseignements pour les programmes et les services d'équité en matière d'emploi.

Usages compatibles : Sélectionner des candidats, doter des postes et traiter les appels relatifs aux nominations et aux promotions. Il est possible de rattacher les données d'auto-identification volontaire liées aux programmes et aux services d'équité en matière d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection conformément à la politique de la Commission de la Fonction publique (CFP) sur la «Communication de renseignements à la suite

d'une sélection» en vue d'expliquer les raisons de la décision. Il faut, le cas échéant, inscrire le

numéro du concours.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

No. ADD : 98/005
Renvoi au dossier # : NDP 918, NDP 919 et NDP 920
Numéro de fichier : POE 902

Évaluation du rendement

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts).

Catégorie de personnes : Employés de

l'institution.

But : Ces dossiers ont pour but de conserver

des renseignements concernant le niveau de rendement de chacun des employés des ministères et organismes fédéraux. Il vise à déterminer le rendement de chacun des employés, notamment en ce qui a trait à la nécessité de donner des cours de formation et de perfectionnement, aux approbations de la rémunération au rendement, aux

augmentations annuelles, au maintien en

fonction, à la prolongation de la période de

stage et au renvoi pendant un stage.

Usages compatibles : Étayer les décisions

ayant trait aux promotions, aux mutations, aux

rétrogradations, à l'aide aux employés, aux

mesures disciplinaires et à la fin de l'emploi.

Normes de conservation et de destruction : Pour connaître la période de temps particulière

pendant laquelle différents types de documents

administratifs sont gardés par une institution

fédérale, veuillez communiquer avec le

coordonnateur de l'AIPRP de l'institution en

question.

No. ADD : 98/005

Renvoi au dossier # : NDP 921

Numéro de fichier : POE 912

Formation et perfectionnement

Description : Les dossiers contenant les

renseignements décrits dans ce fichier peuvent

renfermer des renseignements personnels

concernant les demandes pour suivre des

cours et des évaluations; le Code

l'adresse domiciliaire, la citoyenneté, les études (diplômes, certificats et bulletins), les emplois précédents à l'extérieur de la fonction publique, les curriculum vitae et les références.

Le dossier personnel de l'employé peut renfermer des renseignements sur la dotation en personnel, les présences et les congés, la rémunération, les avantages sociaux, les saïses-arêts, la formation et le perfectionnement, les décisions relatives à la rémunération et à l'aptitude à l'emploi, les langues officielles, la discipline, le niveau d'autorisation de sécurité, le lieu de travail, les nominations, les mutations, les déploiements, les promotions et les rétrogradations, les périodes d'emploi, y compris les périodes de probation, les mises en disponibilité et la durée de l'emploi, la classification, y compris les numéros de poste, les groupes, les niveaux, les titres et les traitements, les pensions et les assurances, y compris les noms des bénéficiaires. On peut également trouver dans ce dossier, le cas échéant, des renseignements concernant le service militaire, y compris les périodes et les domaines de service, les exclusions des négociations collectives, notamment le statut d'employé désigné et l'identification de l'agent de négociation, les réalisations professionnelles, y compris les publications, les brevets et les primes, les passeports et les permis d'arme à feu que requiert l'emploi ainsi que la cessation d'emploi, y compris les certificats et les motifs de départ.

Vous trouverez dans d'autres fichiers ordinaires une description plus complète des renseignements que renferment les dossiers des institutions qui ont trait à certains des sujets précités.

Lorsqu'une personne change de ministère ou d'organisme (et que les deux institutions sont mentionnées en annexe de la Loi sur la protection des renseignements personnels), la première institution peut, avant de les transférer à l'autre, conserver les dossiers pertinents jusqu'à ce qu'elle ait fini de remplir toutes les formalités administratives requises.

Catégorie de personnes : Employés et anciens employés de l'institution.

But : Les dossiers personnels des employés sont conservés, d'une part, pour faciliter l'administration du personnel du ministère ou organisme employeur et, d'autre part, par souci de continuité et d'exactitude lorsqu'un employé est muté à un autre ministère ou organisme

mentionné en annexe de la Loi sur la protection des renseignements personnels. Les dossiers renfermant l'information décrite dans ce fichier servent à assurer la coordination des interventions du personnel dans les institutions gouvernementales, dans l'intérêt de l'employé aussi bien que de l'employeur. On se sert parfois de l'information pour planifier des interventions futures en se basant sur les profils démographiques actuels de l'effectif, notamment pour planifier la relève.

Usages compatibles : L'information peut être utilisée, entre autres, pour appuyer l'administration des fonctions du personnel qui sont énumérées dans la description ci-dessus. Elle peut aussi servir à confirmer l'identité des employés en vue de leur permettre l'accès aux sites Web et aux bases de données du gouvernement et du ministère. Certains des renseignements sont également fournis à Travaux publics et Services gouvernementaux Canada (TPSGC) afin de faciliter le versement des traitements, à divers régimes d'assurance-maladie provinciaux et à des assureurs collectifs, s'il y a lieu, à l'Agence du revenu du Canada (ARC) et à la province de Québec pour les besoins de l'impôt sur le revenu. Il peut y avoir échange de renseignements entre l'employeur actuel et l'employeur précédent du fonctionnaire pour que puissent être effectués des paiements finaux, y compris des paiements rétroactifs et le recouvrement de sommes dues à la Couronne dans le cas d'un employé qui quitte une organisation pour aller travailler pour une autre organisation.

Normes de conservation et de destruction : Les dossiers sont gardés par l'institution pour laquelle travaille actuellement l'employé pour toute la durée de son emploi, s'il s'agit d'une institution énumérée en annexe de la Loi sur la protection des renseignements personnels, plus un an après la dernière utilisation à des fins administratives des renseignements en question. Ils sont ensuite transférés au Centre fédéral de documents de la région de la capitale nationale, Bibliothèque et Archives Canada. Les dossiers du personnel civil sont détruits par le Bibliothèque et Archives Canada lorsque l'employé atteint l'âge de 80 ans, pourvu que deux ans se soient écoulés depuis la dernière utilisation des renseignements à des fins administratives.

No. ADD : 98/005 et 98/018

Usages compatibles : Résoudre des conflits d'intérêts réels et potentiels et appuyer les décisions prises au sujet des mutations, des mesures disciplinaires et des cessations d'emploi si des conflits d'intérêts existent. De plus, permettre aux agents désignés de déterminer si un ancien fonctionnaire respecte les mesures d'observation d'après-mandat qui lui sont applicables. Cela influe sur la capacité courante d'un agent public quant à la manière de traiter l'ancien fonctionnaire.

Normes de conservation et de destruction :

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

No. ADD : 98/005

Renvoi au dossier # : NDP 921

Numéro de fichier : POE 915

Contrôle de sécurité du personnel (Vérification de la fiabilité /autorisation de sécurité)

Description : Les dossiers contenant les renseignements décrits dans ce fichier comprennent les renseignements recueillis par les institutions gouvernementales lors de vérifications de la fiabilité et d'autorisations de sécurité relativement à des personnes qui travaillent ou qui soumettent une demande d'emploi auprès d'une institution fédérale à la suite d'une nomination, d'une affectation ou de l'obtention d'un contrat, conformément à la Politique du gouvernement sur la sécurité (PGS). Ces documents comprennent les formulaires de consentement et d'autorisation du personnel dûment remplis, la documentation pertinente sur les autorisations de sécurité et les antécédents personnels, les données attestant des études, titres et qualités professionnels, les données sur l'emploi, la vérification du casier judiciaire (y compris les empreintes digitales utilisées dans le cadre du contrôle de sécurité), la vérification de la solvabilité lorsqu'il y a lieu, des photos ainsi que d'autres renseignements personnels.

L'information fournie par les candidats peut uniquement être partagée avec les agences d'évaluation du crédit, la Gendarmerie royale du Canada (GRC) et le Service canadien du renseignement de sécurité (SCRC) qui procède aux vérifications requises en vertu de la PGS, ou à des fins de transférabilité telle que définie dans la Norme sur la sécurité du personnel de

la PGS, et les bureaux de la sécurité d'autres ministères fédéraux. Le niveau de fiabilité et les autorisations de sécurité peuvent être annexés au Dossier personnel de l'employé. Les détails des enquêtes menées par le SCRS sont conservés dans un fichier du SCRS.

Catégorie de personnes : Les personnes qui

travaillent ou qui souhaitent travailler pour le gouvernement fédéral par voie de nomination, d'affectation, par l'entremise d'une agence de services temporaires ou d'un contrat, et dont le poste exige une vérification de la fiabilité ou une autorisation de sécurité.

But : Ces dossiers ont pour but de consigner et de conserver de l'information se rapportant à la détermination de l'identité, de l'honnêteté, de la fiabilité, de la pertinence et de la loyauté d'une personne dans le but de protéger les biens de l'employeur et de fournir l'information nécessaire à un contrôle de sécurité, conformément à la Politique du gouvernement sur la sécurité. Les institutions ont uniquement accès à l'information contenue dans ce fichier et non à l'information relative aux enquêtes du fichier du SCRS.

Usages compatibles : Justifier les décisions

touchant les nouveaux employés, les mutations, les promotions, les mesures disciplinaires et les licenciements ou la résiliation d'ententes contractuelles.

Normes de conservation et de destruction :

Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordinateur de l'AIPRP de l'institution en question.

No. ADD : 98/001

Renvoi au dossier # : NDP 920 et NDP 921

Numéro de fichier : POE 924

Dossier personnel d'un employé

Description : Ce fichier décrit l'information que peut renfermer le dossier personnel d'un employé, dossier qui contient des renseignements sur son emploi dans les institutions gouvernementales énumérées en

annexe de la Loi sur la protection des renseignements personnels. C'est l'institution pour laquelle l'employé travaille actuellement

qui détient le dossier personnel de ce dernier, lequel peut contenir les renseignements suivants : des caractéristiques personnelles telles que l'âge et le sexe, le numéro d'assurance sociale (NAS), le code d'identification de dossier personnel (CIDP),

concernant les capacités ou les limites de travail de l'employé. Tous les renseignements médicaux personnels sont conservés à titre de renseignements médicaux protégés dans un fichier administré par l'Agence des services d'hygiène du travail et du milieu. Les dossiers ayant trait aux lacunes en matière de rendement de l'employé, à l'absentéisme et aux questions disciplinaires doivent être conservés dans le fichier pertinent de renseignements personnels de l'organisme ou du ministère, et non dans les dossiers du PAE.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but d'étayer les renseignements nécessaires à l'administration du Programme d'aide aux employés. Il vise à déterminer si les employés ont besoin de counseling, s'il est nécessaire de leur faire passer une évaluation sur le plan médical ou de les faire participer à des programmes de réadaptation.

Usages compatibles : Étayer les décisions ayant trait aux mesures en matière d'aide aux employés.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

NO. ADD : 98/005
Renvoi au dossier # : NDP 921
Numéro de fichier : POE 916

Usages compatibles : Émission de cartes d'identification et de laissez-passer. De plus, avec le consentement de la personne visée, les photos conservées en dossier peuvent servir à des fins d'identification pour appuyer le contrôle de sécurité du personnel. La base de données des cartes d'identification et laissez-passer peut être utilisée dans les cas d'incidents touchant la sécurité comme des vols ou des situations d'urgence. Dans pareille éventualité, l'information peut être partagée avec les autorités policières pertinentes et les équipes d'urgence.

Normes de conservation et de destruction : Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'AIPRP de l'institution en question.

NO. ADD : 98/001
Renvoi au dossier # : NDP 931
Numéro de fichier : POE 917

Code de valeurs et d'éthique de la fonction publique

Description : Les renseignements figurant dans des dossiers pertinents à ce sujet comprennent (1) des rapports confidentiels sur les biens, les exiguïtés et la participation à des activités extérieures pouvant faire l'objet de rapports confidentiels conformément au Code de valeurs et d'éthique de la fonction publique et (2) des rapports d'enquêtes et de la correspondance concernant des conflits réels ou potentiels entre les intérêts privés ou les biens de l'employé et ses fonctions et responsabilités officielles.

Catégorie de personnes : Les employés, actuels et anciens, d'institutions gouvernementales figurant à l'annexe I de la Loi sur la fonction publique.

But : Ces dossiers ont pour but de conserver les renseignements (1) indiquant s'il existe des possibilités de conflits d'intérêts pour les employés d'institutions gouvernementales figurant à l'annexe I de la Loi sur les relations de travail dans la fonction publique; (2) qui permettent de tenir un registre des conflits d'intérêts potentiels; et (3) de consigner les mesures d'observation d'après-mandat qui sont requises de l'employé, y compris les décisions réduisant le délai de prescription.

Descriptions des fichiers ordinaires

Des descriptions destinées aux fichiers de renseignements personnels ordinaires ont été

préparées pour préciser les renseignements personnels que l'on peut trouver dans les types de dossiers communément tenus par les institutions fédérales. Il s'agit de dossiers qui étaient les fonctions administratives, les procédures et les systèmes internes que possèdent toutes les institutions fédérales ou qu'elles se partagent. Ils décrivent l'information concernant la paye et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Ces fichiers de renseignements portent l'identificateur unique « POE » dans le Numéro de fichier que l'on trouve dans le fichier de renseignements personnels

Normes de conservation et de destruction des fichiers de renseignements personnels ordinaires

L'énoncé des Normes de conservation et de destruction suivantes s'applique à tous les fichiers de renseignements personnels ordinaires, à moins d'indication contraire dans un fichier de renseignements personnels spécifique.

- Les dossiers contenant les renseignements personnels décrits dans les fichiers ordinaires peuvent être conservés pendant diverses périodes de temps, selon la décision de chaque entité gouvernementale, à moins d'indication contraire.

- Au minimum, les renseignements personnels utilisés à des fins administratives doivent être gardés pendant au moins deux ans, à moins que l'individu ne consente à leur destruction antérieure. Toute destruction de ces dossiers doit être exécutée en vertu des Autorisations de disposition de documents établies par l'Archiviste national du Canada.

- Selon la Loi sur la protection des renseignements personnels, « fins administratives » s'entend de l'utilisation de renseignements dans le processus décisionnel qui affecte directement un individu.

- Pour connaître la période de temps particulière pendant laquelle différents types de documents administratifs sont gardés par une institution fédérale, veuillez communiquer avec le coordonnateur de l'ALPRP de l'institution en question

Accidents d'automobile, de bateau, d'embarcation et d'avion

Description : Les dossiers contenant des renseignements décrits dans ce fichier peuvent comprendre des rapports sur les accidents; des réclamations pour les dommages subis; des décisions du tribunal; des règlements des transactions et la correspondance concernant des accidents survenus à des véhicules, des bateaux, des embarcations et des avions loués ou appartenant à l'État, ainsi qu'à des véhicules, bateaux, embarcations et avions privés utilisés à des fins professionnelles. Pour les renseignements au sujet des rapports d'enquête sur les accidents et sur les maladies ou les lésions personnelles, ainsi que les congés et avantages qui y sont associés, voir le fichier ordinaire no 907.

Catégorie de personnes : Employés de l'institution.

But : Ces dossiers ont pour but de conserver les renseignements se rapportant aux accidents

d'automobile, de bateau, d'embarcation et d'avion survenus à des employés du gouvernement.

Aide aux employés

Description : Les dossiers contenant des renseignements décrits dans ce fichier sont

traités de façon confidentielle en ce qui touche la participation d'un employé au Programme d'aide aux employés (PAE). Ces dossiers peuvent comprendre des avis de mise en rapport volontaire ou obligatoire (connexé au rendement au travail); des dossiers de mise en rapport avec des professionnels de la santé ou un organisme de réadaptation, et les rapports

et la correspondance provenant de ces derniers; les interprétations non médicales

Numéro de fichier : POE 908

Renvoi au dossier # : NDP 901 et NDP 913

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Wendy.petruk@portvancouver.com

Administration portuaire de Windsor

David Cree
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
251, rue Goyeau, pièce 502
Windsor (Ontario) N9A 6V2

Tél : (519) 258-5741
Fax : (519) 258-5905
ann@portwindsor.com

Administration portuaire du fleuve Fraser

Sarb Dhut
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
713, rue Columbia, bureau 500
New Westminster (Colombie-Britannique)
V3M 1B2

Tél : (604) 524-6655
Fax : (604) 524-1127
sarbd@frpa.com

Administration portuaire du North-Fraser

Valerie Jones
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
7911, rue Grauer
Richmond (Colombie-Britannique) V7B 1N4

Tél : (604) 273-1866
Fax : (604) 273-3772
vjones@nfrpa.ca

Administration portuaire du Saguenay

Pierre Paquin
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
6600, chemin du Terminal
Ville de La Baie (Québec) G7B 3N9

Tél : (418) 697-0250
Fax : (418) 697-0243
apc@portsaguenay.ca

Affaires indiennes et du Nord Canada

Marie Dauray Chartrand
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
Les Terrasses de la Chaudière
10, rue Wellington, pièce 517
Gatineau (Québec) K1A 0H4

Tél : (819) 953-2049
Fax : (819) 953-5492
dauraychartrandm@ainc-inac.gc.ca

Administration portuaire de Halifax

Joan Macleod
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
Terminals Océan
1215 rue Marginal
C.P. 336
Halifax (Nouvelle-Écosse) B3J 2P6

Tél : (902) 426-6536
Fax : (902) 426-7335

jmacleod@portofhalifax.ca

Administration portuaire de Hamilton

Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
605, rue James
Hamilton (Ontario) L8L 1K1

Tél : (905) 525-4330
Fax : (905) 528-6282

info@hamiltonport.ca

Administration portuaire de Montréal

Sylvie Vachon
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
Aile no. 1, Édifice du port de Montréal
Cité du Havre
Montréal (Québec) H3C 3R5

Tél : (514) 283-2735
Fax : (514) 496-9121

vachons@port-montreal.com

Administration portuaire de Nanaimo

Bill Mills
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
104, rue Front
C.P. 131
Nanaimo (Colombie-Britannique) V9R 5K4

Tél : (250) 753-4146
Fax : (250) 753-4899

wmills@npa.ca

Administration portuaire de Port Alberni

Linda Keisall
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
2750, chemin Harbour
Port Alberni (Colombie-Britannique) V9Y 7X2

Tél : (250) 723-5312
Fax : (250) 723-1114

Lkeisall.papa@telus.net

Administration portuaire de Prince-Rupert

Joe Rektor
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
215, rue Cow Bay, bureau 200
Prince Rupert (Colombie-Britannique) V8J 1A2

Tél : (250) 627-8899
Fax : (250) 627-8980

jrektor@ruperport.com

Administration portuaire de Québec

Pascal Raby
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
150, rue Dalhousie
C.P. 2268
Québec (Québec) G1K 7P7

Tél : (418) 648-3640
Fax : (418) 648-4186

Pascal.raby@portquebec.ca

Administration portuaire de Saint John

Pam Flemming
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
133, rue Prince William, 5e étage
Saint John (Nouveau Brunswick) E2L 2B5

Tél : (506) 636-4982
Fax : (506) 636-4443

pflemming@sjport.com

Administration portuaire de Sept-Îles

Diane Morin
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
1 Quai Mgr-Blanche
Sept-Îles (Québec) G4R 5P3

Tél : (418) 961-1227
Fax : (418) 962-4445

dmorin@portsi.com

Administration portuaire de St. John's

Sean Hanrahan
Coordonnateur de l'accès à l'information et la
protection des renseignements personnels
1, rue Water
C.P. 6178
St. John's (Terre-Neuve et Labrador) A1C 5X8

Tél : (709) 738-4780
Fax : (709) 738-4784

shanrahan@sjpa.com

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels

Administration canadienne de la sûreté du

transport aérien

Renée Fairweather

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

13^e étage

99, rue Bank

Ottawa (Ontario) K1P 6B9

Tél : (613) 998-4527

Fax : (613) 991-6726

renee.fairweather@catsa-acsta.gc.ca

Administration de pilotage de l'Atlantique

Canada

Elaine Lockhart

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

Tour Cogswell, bureau 910

2000, rue Barrington

Halifax (Nouvelle-Écosse) B3J 3K1

Tél : (902) 426-0699

Autre Tél : (902) 426-2550

Fax : (902) 426-7333

elockhart@atlanticpilote.gc.ca

Administration de pilotage des Grands Lacs

Canada

Christine Doherty

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

202, rue Pitt

C.P. 95

Cornwall (Ontario) K6H 5R9

Tél : (613) 933-2991 Ext.208

Fax : (613) 932-3793

cdoherty@cnw.ligs.net

Administration de pilotage des Laurentides

Canada

Nicole Sabourin

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

555, boul. René-Lévesque Ouest, bureau 1501

Montréal (Québec) H2Z 1B1

Tél : (514) 283-6320 Ext.213

Fax : (514) 496-2409

nicole.sabourin@apl.gc.ca

Administration de pilotage du Pacifique

Canada

Bruce Chadwick

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

1130, rue Pender Ouest, bureau 1000

Vancouver (Colombie-Britannique) V6E 4A4

Tél : (604) 666-6771

Fax : (604) 666-1647

admins@ppa.gc.ca

Administration du pipe-line du Nord Canada

Jean Boulais

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

580 rue Booth, 1^{er} étage

Ottawa (Ontario) K1A 0E4

Tél : (613) 995-1305

Fax : (613) 995-0693

Jean.Boulais@nrcan.gc.ca

Administration du pont Blue Water

Mary Teft

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

1, rue Bridge

Point Edward (Ontario) N7V 4J5

Tél : (519) 336-2720

Fax : (519) 336-7622

mtft@bwba.org

Administration portuaire de Belledune

Luc Forcier

Coordonnateur de l'accès à l'information et la

protection des renseignements personnels

112, promenade Shannon

Belledune (Nouveau Brunswick) E8G 2W2

Tél : (506) 522-1202

Fax : (506) 522-0803

forcier@portofbelledune.ca

LEXIQUE

DÉFINITION

TERM

des renseignements personnels qui ont été utilisés, qui sont actuellement utilisés ou qui sont prêts à l'être à des fins administratives.		Fichiers de renseignements personnels ordinaires	Les fichiers de renseignements personnels ordinaires (FRPO) ont été créés dans le but de décrire les renseignements personnels qu'on peut trouver dans les dossiers conservés par la plupart des institutions fédérales. Ils servent à documenter les fonctions, les procédures et les systèmes administratifs internes qui sont utilisés par toutes les institutions fédérales. On y retrouve des renseignements sur la rémunération et les avantages sociaux, la formation et le perfectionnement, le rendement, etc. Les ministères et organismes peuvent déclarer dans leurs chapitres un fichier ordinaire ou tous ces fichiers plutôt que d'élaborer des descriptions pour les dossiers de programmes propres à l'institution.	Utilisation de renseignements personnels dans un processus de prise de décisions influant directement sur la personne concernée.	Normes de conservation et de disposition	Calendrier établissant la période pendant laquelle une institution doit conserver ses renseignements et ses dossiers. Ces normes indiquent également la méthode de disposition qui s'applique aux documents institutionnels lorsque ceux-ci n'ont plus d'utilité fonctionnelle, juridique ou autre et les documents auxquels les normes peuvent s'appliquer à des fins de disposition finale.	Numéro de fichier ou de FRP	Numéro d'identification unique attribué par l'institution à chaque fichier de renseignements personnels dans le but de faciliter le jumelage entre le FRP et les dossiers et renseignements conservés dans son système de gestion de l'information.	Numéro de dossier de programme	Numéro d'identification unique attribué à la description de chaque dossier de programme. • Ce numéro est attribué par chaque institution en vue de faciliter le repérage des renseignements contenus dans ses dossiers.
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TERM		DEFINITION	
Coordonnateur de la protection des renseignements personnels	Chaque ministère ou organisme du gouvernement fédéral a un coordonnateur de la protection des renseignements personnels dont le bureau est doté de personnel qui peut répondre à vos questions et vous aider à préciser les dossiers que vous désirez voir.	Couplage des données	Activité de comparaison des renseignements personnels provenant de sources diverses, notamment de fichiers de renseignements personnels, afin de prendre des décisions au sujet de la personne sur laquelle portent ces renseignements.
Cycle de vie de l'information	Le cycle de vie de l'information comprend toutes les étapes de planification, de cueillette, de création, d'acceptation et de saisie de l'information par une institution; son organisation, sa récupération, son utilisation, son accessibilité, sa dissémination et sa transmission; son entreposage, son entretien et sa protection; ainsi que sa disposition et sa préservation.	Dossier de programme	Description des dossiers et des renseignements produits, recueillis et utilisés par chaque institution fédérale aux fins de l'exécution de son mandat. Les dossiers de programmes contiennent des pointeurs pour repérer les renseignements habituellement détenus dans les systèmes de tenue de dossiers des ministères et organismes fédéraux. Les descriptions des dossiers de programmes déterminent les sujets visés par les fonctions, les programmes et les activités d'une institution.
Fichier de renseignements personnels (FRP)	Les fichiers de renseignements personnels donnent une brève description du type de données portant sur les personnes que détiennent les ministères et organismes fédéraux. En vertu de la <i>Loi sur la protection des renseignements personnels</i> , les fichiers de renseignements personnels doivent contenir tous les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne. Les fichiers de renseignements personnels doivent contenir		<ul style="list-style-type: none">• Les fichiers de renseignements personnels doivent contenir• Les fichiers de renseignements personnels doivent contenir tous les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne.

Si vous désirez acheter un exemplaire de **Sources de renseignements fédéraux** ou de **Sources de renseignements sur les employés fédéraux**, veuillez communiquer avec :

Les Éditions et services de dépôt

Travaux publics et Services gouvernementaux Canada
Ottawa (Ontario) K1A 0S5

Courriel..... publications@pwgsc.gc.ca
Téléphone (613) 941-5995
Téléphone sans frais 1-800-635-7343 (Canada et É.-U.)
Télécopieur..... (613) 954-5779
Télécopieur sans frais 1-800-565-7757 (Canada et É.-U.)
Site Internet <http://publications.gc.ca>

Info Source est également disponible gratuitement sur Internet à l'adresse suivante : www.infosource.gc.ca.

Nota : Les demandes faites en vertu de la *Loi sur la protection des renseignements personnels* doivent être transmises aux institutions appropriées dont les adresses apparaissent dans les pages suivantes.

H. Termes utiles

LEXIQUE	
TERM	DÉFINITION
Autorisation de disposition des documents	Outil délivré par le bibliothécaire et archiviste du Canada pour guider les institutions fédérales qui désirent disposer de documents qui n'ont plus d'utilité fonctionnelle ou autre. Il existe trois façons de disposer des documents : en autorisant leur destruction (à la discrétion des institutions), en demandant leur transfert à Bibliothèque et Archives Canada ou en autorisant leur aliénation du contrôle du gouvernement du Canada, c.-à-d. en les transférant à un organisme de service spécial ou à un autre ordre de gouvernement.
Autorisation pluri-institutionnelle de disposer de documents (APDD) :	Une APDD est une autorisation de disposition de documents accordée par le bibliothécaire et archiviste du Canada aux institutions gouvernementales sur une base pluri-institutionnelle dans le cas de documents gérés par toutes les institutions fédérales ou par un grand nombre d'entre elles, et qui permet aux institutions autorisées de disposer de documents sous réserve de certaines modalités. Grâce aux APDD, les institutions gouvernementales ne sont plus obligées de soumettre des demandes et de conclure des ententes individuelles avec l'Archiviste national dans le cas de documents de nature administrative ou opérationnelle semblable.

obtenir votre information. Plus les renseignements que vous fournirez seront précis, le plus promptement vous recevrez une réponse.

- Faites parvenir le formulaire au coordonnateur de la protection des renseignements personnels du ministère ou organisme fédéral concerné.

Il n'y a pas de frais pour les demandes présentées en vertu de la *Loi sur la protection des renseignements personnels*.

Pour apporter des changements aux renseignements

Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

Délais

En vertu de la *Loi*, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les 30 premiers jours et on vous donnera la raison pour laquelle une période supplémentaire de 30 jours pourrait être requise.

G. Où obtenir Info Source

Si vous désirez obtenir plus de renseignements au sujet d'Info Source, de la *Loi sur l'accès à l'information* ou de la *Loi sur la protection des renseignements personnels*, vous pouvez communiquer avec :

Le Secréariat du Conseil du Trésor du Canada

L'Esplanade Laurier, 8^e étage, tour Est
140, rue O'Connor, Ottawa (Ontario) K1A 0R5

Renseignements généraux 613) 957-2400

Publications (613) 995-2855

Télécopieur (613) 996-0518

ATME (613) 957-9090

Référence générale de la

Bibliothèque (613) 996-5494

Courriel infosource@tbs-sct.gc.ca

Site Internet www.tbs-sct.gc.ca

Si vous désirez obtenir un exemplaire du **Répertoire des centres fédéraux de demande de renseignements** ou de la publication **Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels - Bulletin**, veuillez communiquer avec :

Le Centre de distribution du Conseil du Trésor

L'Esplanade Laurier, pièce P-140, niveau P-1W
300, avenue Laurier Ouest, Ottawa (Ontario) K1A 0R5

Téléphone (613) 995-2855

Télécopieur (613) 996-0518

Courriel Services-Publications@tbs-sct.gc.ca

gouvernementaux Canada. Ces fichiers comprennent des renseignements concernant les employés de quelques-uns ou de l'ensemble des organismes fédéraux.

Fichiers particuliers : Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins. Ils sont conservés dans les systèmes de tenue de dossiers des institutions.

Les autres catégories de fichiers de renseignements personnels (FRP) contiennent des renseignements sur les membres du grand public ou une combinaison de renseignements sur des membres du grand public et des fonctionnaires (en service ou ayant déjà été en service). Ces FRP se trouvent dans un volume qui complète la présente publication - **Info Source : Sources de renseignements fédéraux**, disponible au bureau du coordonnateur de l'accès à l'information et de la protection des renseignements personnels de chaque ministère ou organisme fédéral, dans les bureaux du personnel du gouvernement fédéral et dans les bibliothèques fédérales.

Fichiers ordinaires : Il existe un certain nombre de fichiers de renseignements personnels ordinaires (fichiers ordinaires) qui contiennent les renseignements personnels qu'on retrouve dans les dossiers conservés par la plupart des institutions gouvernementales. Les institutions peuvent détenir un grand nombre de ces fichiers ou tous ces fichiers afin de décrire les renseignements personnels contenus dans leurs dossiers. On y retrouve des renseignements sur les demandes au titre de l'accès à l'information et de la protection des renseignements personnels, les systèmes de gestion de la correspondance de la direction, etc.

Ces fichiers ordinaires sont assortis d'un numéro d'identification « POL » unique.

Fichiers particuliers : Un fichier particulier contient des renseignements personnels sur des membres du grand public conservés dans les dossiers de l'institution qui déclare le FRP. De plus, cette catégorie de fichier de renseignements personnels peut contenir des renseignements sur des membres du grand public et sur des employés fédéraux (étant ou ayant été à l'emploi du gouvernement fédéral).

Ces fichiers de renseignements personnels sont assortis d'un numéro d'identification « PPU » unique.

F. Comment faire une demande

Loi sur l'accès à l'information

Lorsque vous avez décidé de faire une demande officielle en vertu de la Loi sur la protection des renseignements personnels, vous devez suivre certaines procédures. N'oubliez pas que vous trouverez plus rapidement ce que vous cherchez si vous savez déjà quel ministère ou organisme détient l'information que vous désirez :

- Obtenez un **Formulaire de demande d'accès à des renseignements personnels** dans les endroits où la publication **Info Source** est disponible (y compris le site Internet : www.tbs-sct.gc.ca/tbsf-fsct_f.html).
- Remplissez le formulaire et identifiez-vous de façon à ce que le gouvernement puisse vérifier qui vous êtes, autrement dit, que c'est bien vous et non quelqu'un d'autre qui veut

vous pouvez consulter la liste des institutions provinciales dans votre annuaire téléphonique local.

Certains renseignements personnels sont confidentiels

En vertu de la *Loi sur la protection des renseignements personnels*, le gouvernement fédéral est tenu de garder certaines catégories de renseignements personnels sous le sceau de la confidentialité. En général, de tels renseignements ont trait à d'autres personnes, à la sécurité nationale et à l'exécution de la Loi.

Sauvegarde des renseignements personnels

La protection des renseignements personnels et de la vie privée est un autre élément très important de la *Loi sur la protection des renseignements personnels*. La Loi précise quand et comment le gouvernement peut recueillir et entreposer des renseignements personnels et comment il peut en disposer. Elle précise également pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

Divulgaration de l'information

Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulément avec votre consentement ou lorsque certains critères de la *Loi sur la protection des renseignements personnels* s'appliquent, par exemple, dans le cas d'une citation juridique. De telles divulgations sont discrétionnaires et assujetties à toute autre loi du Parlement.

E. Fichiers de renseignements personnels

Les fichiers de renseignements personnels donnent un aperçu du type de renseignements sur les personnes qui sont détenus par les ministères et organismes fédéraux. En vertu de la *Loi sur la protection des renseignements personnels*, les fichiers de renseignements personnels doivent contenir tous les renseignements personnels accessibles au moyen du nom d'une personne, d'un numéro d'identification, d'un symbole ou d'une autre caractéristique exclusive à cette personne. Ces fichiers doivent aussi contenir les renseignements personnels qui ont été ou qui sont utilisés, ou encore, qui peuvent servir à des fins administratives.

Les trois catégories de fichiers de renseignements personnels suivantes qui se trouvent dans **Info Source - Sources de renseignements sur les employés fédéraux** se rapportent uniquement aux employés et aux anciens employés du gouvernement du Canada :

Fichiers ordinaires sur les employés : Il existe un certain nombre de fichiers de

renseignements personnels ordinaires sur les employés (fichiers ordinaires sur les employés) qui contiennent les renseignements personnels qu'on retrouve dans les dossiers que la plupart des institutions gouvernementales conservent au sujet de leurs employés. Les institutions peuvent détenir un grand nombre de ces fichiers ou tous ces fichiers afin de décrire les renseignements personnels contenus dans leurs dossiers. On y retrouve des renseignements sur la rémunération et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Fichiers centraux : Les fichiers centraux et les fichiers qui leur sont connexes sont

conservés par des organismes centraux tels que la Commission de la fonction publique, le Secréariat du Conseil du Trésor du Canada et Travaux publics et Services

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit, peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Bureau du Commissaire à la protection de la vie privée

Place de Ville, 3^e étage, tour B
112, rue Kent, Ottawa (Ontario) K1A 1H3

Renseignements généraux (613) 995-8210
Télécopieur (613) 947-6850
Numéro sans frais 1-800-282-1376
ATME (613) 992-9190
Site Internet www.privcom.gc.ca

D. Loi sur la protection des renseignements personnels

Dans le cadre de leurs activités quotidiennes, les ministères et organismes fédéraux recueillent des renseignements personnels auprès de presque tous les Canadiens. La *Loi sur la protection des renseignements personnels* garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La *Loi* les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut recueillir, utiliser, entreposer et divulguer des renseignements personnels, et sur la façon dont il peut en disposer.

La plupart des renseignements sont disponibles sur demande

Dans la plupart des cas, vous pouvez obtenir vos renseignements personnels sur demande. La présente publication d'**Info Source** vous aide à déterminer le ministère ou l'organisme qui détient les renseignements et à les obtenir.

Catégories de renseignements personnels détenus

Vous connaissez sans doute déjà la plupart des programmes et des opérations du gouvernement qui font appel à des renseignements personnels, comme l'impôt sur le revenu à l'Agence des douanes et du revenu du Canada, la citoyenneté à Citoyenneté et Immigration Canada et le programme d'assurance-emploi à Développement social Canada.

Certains renseignements personnels ne peuvent pas être communiqués par le gouvernement fédéral en vertu de la *Loi sur la protection des renseignements personnels*, par exemple, les renseignements qui concernent une autre personne que le demandeur ou qui traitent de questions délicates liées à la sécurité nationale ou à des enquêtes judiciaires.

Nota : La *Loi sur la protection des renseignements personnels* ne permet pas de contrôler ou d'obtenir des documents qui ne sont pas détenus par le gouvernement fédéral, comme ceux qui sont conservés par un gouvernement provincial ou une municipalité, ou encore, par des organisations du secteur privé comme les banques commerciales et les bureaux de crédit. La plupart des gouvernements provinciaux ont une législation semblable à la *Loi sur la protection des renseignements personnels*. Pour en apprendre davantage à ce sujet,

destruction (à la discrétion des institutions), en demandant leur transfert à Bibliothèque et Archives Canada ou en autorisant leur aliénation du contrôle du gouvernement du Canada.

Si vous avez des questions sur l'application ou l'interprétation des Autorisations pluri-

institutionnelles de disposition des documents, veuillez contacter le Centre de gestion de l'information de Bibliothèque et Archives Canada (BAC) au (613) 944-IMGI (4644) ou à l'adresse imgi@archives.ca.

Bibliothèque et Archives Canada (www.collectionscanada.ca/) fournit des lignes directrices sur les périodes de conservation s'appliquant aux dossiers administratifs communs sur son site Internet à http://www.collectionscanada.ca/information-management/06_f.html.

Responsabilités de Chaque institution

Les institutions gouvernementales doivent fournir chaque année au Secrétaire du Conseil du Trésor des détails sur les fichiers de renseignements personnels et des descriptions de leur organisation et de leurs fonds de renseignements. Ces descriptions servent à produire les publications exigées aux termes de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*. Chaque ministère ou organisme est responsable des renseignements qu'il fournit.

Les institutions gouvernementales doivent faire en sorte que les renseignements/dossiers soient gérés selon un cycle de vie déterminé. Il incombe à chaque institution gouvernementale de comprendre et de mettre en application toute législation au sujet de la conservation de l'information et, notamment, ses propres lois à ce sujet. Par conséquent, chaque institution gouvernementale doit définir la période pendant laquelle elle doit garder ses dossiers, y compris les dossiers administratifs communs visés par une APDD. La responsabilité de la décision de détruire un document, une fois que l'autorisation de disposer des documents a été établie et celle de choisir le moment où le document sera détruit incombe à l'institution gouvernementale concernée.

Chaque institution fédérale compte un coordonnateur de la protection des renseignements personnels. Le personnel du bureau du coordonnateur répond aux questions et facilite la recherche des dossiers ou des renseignements demandés.

On peut joindre les coordonnateurs en personne, par téléphone, par courrier électronique, par la poste ou en présentant un formulaire de demande d'accès à des renseignements personnels.

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire peut également vous aider si vous êtes insatisfait de la réponse obtenue ou du temps qu'il a fallu pour l'obtenir. Lorsque le Commissaire recommande à une institution de donner accès à ses dossiers et que l'institution refuse, on peut faire appel auprès de la Cour fédérale.

chapitre comporte une description des renseignements personnels sur les employés et les anciens employés de l'institution, l'objet et l'utilisation prévue (utilisation uniforme) de l'information, ainsi qu'un énoncé précisant combien de temps les documents contenant les renseignements sont conservés (conservation) par l'institution, quel sort on réserve aux documents dont l'institution n'a plus besoin (disposition consistant en la destruction du document ou son transfert à Bibliothèque et Archives Canada pour conservation permanente) et le renvoi aux autorisations permettant de disposer des documents (autorisation de garder le document en sa possession ou d'en disposer).

Pour utiliser Info Source rapidement et efficacement

Déterminez le chapitre exact

Repérez le chapitre du ministère ou de l'organisme qui, d'après vous, aurait l'information et consultez les fichiers de renseignements personnels.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, communiquez par lettre, par téléphone ou par courrier électronique avec n'importe quel coordonnateur de la protection des renseignements personnels.

Pour les personnes handicapées

Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle du bureau de l'un des coordonnateurs de la protection des renseignements personnels.

C. Rôles et responsabilités

Secrétariat du Conseil du Trésor du Canada (SCT)

En vertu de la *Loi sur l'accès à l'information*, le Conseil du Trésor est chargé de produire chaque année un répertoire des renseignements personnels qui permet d'expliquer au public quel traitement le gouvernement accorde aux renseignements personnels et qui aide le public à mieux exercer ses droits en vertu de la *Loi sur la protection des renseignements personnels*. Le Secrétaire du Conseil du Trésor s'acquitte de cette tâche en produisant chaque année la publication **Info Source**, qui est distribuée dans les bibliothèques, les bureaux municipaux et les bureaux gouvernementaux à l'échelle du Canada.

Bibliothèque et Archives Canada (BAC)

Établi en application de la *Loi sur la Bibliothèque et les Archives du Canada (2004)*, Bibliothèque et Archives Canada assume diverses responsabilités liées à la disposition des renseignements produits par les institutions fédérales à l'appui des politiques publiques, de la gestion gouvernementale et de l'exécution des programmes. Ces responsabilités comprennent l'autorisation accordée aux institutions gouvernementales de détruire des documents, et la conservation des documents qui revêtent une importance historique ou d'archive.

Dans le cadre du Programme de disposition des documents gouvernementaux, le bibliothécaire et archiviste du Canada délivre des Autorisations de disposition des documents (ADD) qui permettent aux institutions gouvernementales de disposer de documents qui ne s'avèrent plus utiles sur le plan opérationnel, en autorisant leur

Info Source : Répertoire des centres fédéraux de demande de renseignements

- Publication donnant les adresses et numéros de téléphone des ministères et organismes visés par la *Loi sur l'accès à l'information* et/ou la *Loi sur la protection des renseignements personnels*.

- Publication donnant la liste des autres institutions associées au gouvernement fédéral pour en faciliter l'accès.

Info Source est distribué aux bibliothèques, aux bureaux municipaux et aux bureaux du gouvernement fédéral partout au Canada.

Il est toutefois important de bien comprendre les différences fondamentales entre la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*. Les renseignements disponibles en vertu de ces lois et les procédures à suivre pour obtenir ces renseignements diffèrent. Les détails essentiels sont décrits dans les pages qui suivent.

B. Ce que contient Info Source

La présente publication d'**Info Source** comporte trois éléments principaux :

Introduction

L'Introduction comprend :

- un résumé des rôles et responsabilités des institutions fédérales (**Section C – Rôles et responsabilités**) qui sont chargées soit de la production d'**Info Source**, soit de fournir des données pour les publications d'**Info Source**.
- quelques points essentiels de la *Loi sur la protection des renseignements personnels* (**Section D**), ainsi que des précisions sur les catégories de fichiers de renseignements personnels (**Section E**);
- des indications pour trouver l'information désirée en utilisant **Info Source** (**Section F**);
- les coordonnées pour obtenir une publication d'Info Source (**Section G**);
- des explications sur certains termes utilisés (**Section H – Lexique**);

- une liste des coordonnateurs de la protection des renseignements personnels structurée dans le même ordre que la table des matières. Cette liste donne l'adresse et le numéro de téléphone des bureaux de la protection des renseignements personnels.

Fichiers de renseignements personnels (FRP) ordinaires

On trouve dans la présente publication des descriptions normalisées qui ont été élaborées par le Conseil du Trésor dans le but de décrire les renseignements personnels classés dans les dossiers de la plupart des institutions fédérales. Les institutions ont le choix d'inscrire et de déclarer un ou plusieurs fichiers de renseignements personnels normalisés plutôt que de constituer leurs propres FRP.

Chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujéti à la *Loi sur la protection des renseignements personnels*. Les chapitres sont présentés par ordre alphabétique selon le nom habituellement donné à l'institution. Chaque

INTRODUCTION

A. Avant-propos

Nota : La présente introduction d'**Info Source** est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes qui éprouvent des difficultés visuelles.

Info Source : Sources de renseignements sur les employés fédéraux vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la *Loi sur la protection des renseignements personnels*.

La présente publication est l'un des quatre outils de référence conçus pour aider les citoyens à exercer leurs droits en vertu de deux lois canadiennes : la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*. Les publications d'**Info Source** aident les fonctionnaires à expliquer et à promouvoir la politique d'accès libre à l'information sur les activités fédérales.

Info Source comprend les publications suivantes :

Info Source - Sources de renseignements sur les employés fédéraux

- Publication contenant des renseignements qui aident les fonctionnaires et les anciens fonctionnaires à trouver les renseignements personnels détenus par le gouvernement fédéral.
- Publication conçue pour aider les employés et les anciens employés à exercer leurs droits en vertu de la *Loi sur la protection des renseignements personnels*.

Info Source - Sources de renseignements fédéraux

- Publication contenant des renseignements sur le gouvernement du Canada, son organisation et ses fonds de renseignements.
- Publication conçue pour aider les citoyens à trouver l'institution à laquelle ils doivent s'adresser pour présenter une demande de renseignements officielle ou non officielle.

- Publication où les personnes qui ne sont pas et qui n'ont jamais été à l'emploi du gouvernement peuvent trouver l'information dont ils ont besoin pour obtenir les renseignements personnels à leur sujet qui sont détenus par une institution gouvernementale, en vertu de la *Loi sur la protection des renseignements personnels*.

Info Source : Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels - Bulletin

- Publication contenant des données statistiques sur les requêtes présentées chaque année en vertu de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, ainsi que des statistiques cumulatives depuis 1983.
- Publication donnant un aperçu des arrêts de la Cour fédérale en matière d'accès à l'information.

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Ce document est disponible en médias substitués sur demande.

Nota : Pour ne pas alourdir le texte français, le masculin est utilisé pour désigner tant les hommes que les femmes.

Sources de renseignements
sur les employés fédéraux
2004-2005

Info
Source

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